For the full comprehensive step-by-step guide to student group spending, Club Finance 411, is available to you 24 hours/day at:

Http://www.studentaffairs.columbia.edu/studentlife/resources/clubfinancetraining
This Presentation is Online!

- After Club ReFuel
- Same web page as Club Finance 411
- Http://www.studentaffairs.columbia.edu/studentlife/resources/clubfinancetraining
Mode of Transportation

- Airline, rail, bus...
  - Must travel economy/coach (unless economy class is never offered by the carrier – Amtrak Acela)
  - Seat, carrier, times, etc. must be chosen based on price, not preference
How Do I Pay For It?

The Travel Card should always be used for the following expenses when you travel on group business:

- Airfare/rail/bus (to and from destination only)
- Lodging
- Conference registrations
- Conference room rentals and equipment charges (Associated contracts must be approved by Purchasing prior to deposit – Students are not allowed to sign contracts)

• Travel card should also be used for these expenses when your group brings a speaker/performer to Columbia
• Research your reservations, obtain advisor approval, then contact director of SFA (Sallee) to use card

You cannot charge anything to your hotel room when a Travel Card was used – these charges are unapproved Travel Card expenses

• On the rare occasion the Travel Card cannot be used STA Travel accepts FTF’s and should be used
Travel Advance

• A small Travel Advance can be requested for:
  – Food, local transportation, metro cards (i.e. cab fare once at destination)

• Only one advance per group at any given time

• Funds can only be used for purpose they were advanced

**Recipient takes responsibility and is personally liable if funds are missing or misused**

**Cannot use credit cards to make purchases for which the advance was issued (cash and debit card only)**
  – Will have to provide debit card bank statement showing transaction in the name of travel advance requestor

**Must return unused funds not accounted for by receipts**

• Submit all documents to SFA within 5 days after return per instructions in Club Finance 411
Maximum Allowances

• Lodging – $350/night; $400 for international
• Meals (excluding tips and tax):
  – Breakfast $25
  – Lunch $35
  – Dinner $50
• Tipping if justified:
  – Up to 20%
Travel Expenses That Are Not Allowed

• See full list
  – http://finance.columbia.edu/content/non-reimbursable-expenses
  – Snacks, entertainment, loss/theft of money/tickets, etc.

• The list includes common travel expenses but is not all inclusive

• If you have a question about a specific expense not listed, please ask us
How Do I Do It?

REQUEST

Unable to use Travel Card or locate a vendor on the Vendor List; purchase is over $50

Treasurer submits FTF for advance to advisor and obtains approval

Complete Travel Advance Request Form and Travel Advance policy

Submit to SFA along with a budget for the advance and review with SFA before processing

Check generated, mailed to student and cashed or deposited into student’s personal bank account

RECONCILIATION

Student makes purchases using either cash or debit card

Student completes Travel and Business Expense Reimbursement Form (TBER)

Student submits TBER, receipts, debit card statement, and unused funds to SFA
Travel Advance Request Form

Date Submitted:
Organization Name:
Name of Event:
Date of Event:
Advance Amount Requested:
Describe Use of Advance:

Will the advance be distributed to other members for purchases?  
☐ Yes  ☐ No
Have you utilized other funding before applying for an advance?  
☐ Yes  ☐ No

Cash/Travel Advance Holder
The following person will be responsible for the safety of the cash/travel advance and return of the advance. If funds from the advance are distributed to other members of the group, the advance holder is responsible for obtaining all receipts and remaining funds. The advance must be reconciled with your Financial Advisor within 5 business days after returning from trip or 10 business days after receipt, for non-travel.

Name:  
Signature:  
UNNIE-Mail Address:  

Authorization
Advisor Signature of Authorization:  
Treasurer Signature of Authorization:  

Cash/Travel Advance Policy Signed:  
☐ Yes  ☐ No

Office Use Only
Reconciliation Due Date:  
Cash/Travel Advance Policy Signed:  
☐ Yes  ☐ No

Needs approval
Travel Advance Policy

Policy & Procedures:
1. All student organizations must submit their Travel Advance request to the Student Engagement Financial Advising Team prior to requesting a Cash/Travel Advance.
2. Prior to submitting a Cash/Travel Advance Request Form to your Advisor for approval, interested groups must first submit an Event Approval Form (ARC groups only) for preliminary authorization. A $1,500 limit will be granted by the Student Engagement Financial Advising Team without a completed and signed approved FIP-E form in addition to a completed and signed Cash/Travel Advance Request Form. The Advisory Committee will assess the request and determine the dollar amount of the advance, not to exceed $1,500.
3. Each student organization is limited to one cash advance at any given time. If an organization needs to submit for another advance, they must first reconcile their outstanding advance before the new one will be approved.
4. All cash advance requests must be submitted to the Student Engagement Financial Advising Team at least 20 business days prior to the date the funds are needed. "Please note: Additional time may be needed if individual is submitting with a W-9. Please allow 5-6 weeks if proposed advance holder is not yet in the ARC system."
5. These funds are to be used only for the purpose listed on the Cash/Travel Advance Request Form and in accordance with Columbia University and governing board Student Engagement Financial Advising Team policies and procedures.
6. Columbia University is tax exempt. A Tax Exemption Certificate, available in the Tax Department, must be used for all purchases that would otherwise require sales tax. Any payment of taxes from which Columbia will not be reimbursed will be deducted from the amount of the advance, and the advance holder will be responsible for returning those funds.
7. All expenditures must be documented with itemized receipts, showing items purchased and payment for goods/services, in cash. Receipts must contain all the relevant vendor information (name, address, phone number). Under no circumstances can the advance be used to pay individuals for performance, services rendered or any other services that should be used by contract and University checks. Please see your Advisor to arrange for reimbursement.
8. The advance must be submitted and reconciled with the Student Engagement Financial Advising Team within 3 business days after returning from a trip or 10 business days after receipt of funds for non-travel.

Failure to Reconcile & Timeline Exclusions:
1. Failure to reconcile an advance with the Student Engagement Financial Advising Team within the given timelines will result in the discretion of the Advisor.

Note: A copy of this signed agreement will be kept on file. If there are any questions about the policy or procedures listed above, please contact your Organizational Advisor or Financial Advisor.
TBER: Be sure to fill out form completely and **sign the form**
Commuting by Car

- When commuting on student group business or to group events/activities due to risk and liability:
  - *Students are not allowed to drive other students*
    - Must use public transportation
  - *Students are not allowed to use their own personal vehicle when traveling individually for their group*
    - Must rent a car from our provider, Hertz, or use public transportation
- No reimbursements will be issued for use of personal vehicles
- Bus rentals must have agreements that are submitted to and approved by Risk Management
Hertz Rental Cars

• Hertz is the preferred vendor and should be used
  – For Hertz information, go to: http://finance.columbia.edu/content/travel-services-car-rentals
    • Call (800) 654-3131 to make a Hertz reservation
    • The Loss Damage Waiver (LDW) does not need to be purchased from Hertz because it is already included if the rental is for student group business travel while in the US and the CDP number must be referenced on the reservation (CDP #254158)
    • Notify SFA of your reservation so we can confirm it is being charged onto our Columbia account

• You cannot use vendors other than Hertz unless their rental agreement and insurance is first approved by Purchasing
Student Financial Advising
Contact Information

Monday through Friday; 9:00 a.m. – 5:00 p.m.
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