

**Columbia Law School**  
Expense Reimbursement Policy  
2017-2018 Academic Year

**Meals & Food**

The purchase of meals and food should always be done within the parameters of the relevant budget—individual faculty research, center or program, administrative unit, etc. Provided that there is sufficient budget balance, reimbursements will be issued up to the following amounts upon submission of proper documentation to the Business Office in a timely manner. Contact your budget area supervisor or the Budget Office to determine your budget balance.

- Breakfast:       \$25 per person
- Lunch:           \$35 per person
- Dinner:          \$75 per person

Note: The thresholds above do not include tax or tip, but do include any alcohol.

Please contact the Dean's Office for approval if you are planning an event or gathering that will exceed these amounts, or for larger events that will require coordination. Note the specific exceptions and special cases below.

*Appointments/Recruiting*

Meals that are for recruiting purposes—to acquaint visiting faculty of appointments interest to the Law School—will be charged against the recruitment budget, not individual accounts. Please indicate as such upon the submission of of documentation.

*Full-time Faculty-Student Lunches*

Faculty are encouraged to take students to lunch during the academic year for the purposes of academic enrichment and relationship building. These lunches should not cost more than \$25 per person and can be held at Faculty House or at local restaurants. Meals at local restaurants can be charged to the Law School by using a letter of credit available from the Business Office. This same \$25 per person limit also applies to alternative faculty-student events, such as end of semester parties.

*Teaching Assistant-Student Lunches*

Teaching Assistants may take students to lunch at a local restaurant once during the semester for the purposes of academic enrichment. Meals at local restaurants may be charged to the Law School by using a letter of credit obtained from the Business Office. Teaching Assistants are also permitted to provide in-class lunches or snacks for their students. All meals are limited to \$14 per person.

*Staff Meetings*

Managers should consult with their budget area supervisor for approval if they wish to order food at staff meetings that coincide with meal times, and only if it can be funded by existing unit budget resources.

*Dining at Faculty House*

During the academic year, vouchers to dine at Faculty House for breakfast or lunch may be obtained by contacting Pamela Rogers ([progers@columbia.edu](mailto:progers@columbia.edu)) in the Dean's Office.

## **Travel and Transportation in the New York Area**

### *Local Ground Transportation*

Charges for taxis and car services may be reimbursed in the following limited circumstances:

- Car transportation to and from Law School-related business meetings in the NYC metro area
- Car transportation to home address from the Law School (or other business meeting location) **AFTER 9:00 PM.**

Please note that mass transit options are preferable, and are often more expedient than cars within New York City. But, if a car is required, whenever possible, employees should hail a taxi rather than using more expensive options. Commuting expenses for employees living in the Tri-state area will not be reimbursed.

### *Local Hotel Accommodations*

The University has negotiated preferential rates with the following hotels. Please arrange for visitors to stay at one of these hotel options whenever possible.

- Aloft Harlem
- Hotel Bellclaire
- Hotel Newton
- NYLO
- The Lucerne

Additional information is available at: <http://web.law.columbia.edu/business-office/travel-and-hotels>

## **Business Travel Outside of the New York Area**

### *Air Travel*

Air travel should be at the lowest available airfare and in accordance with Law School and University policy.

### *Meals*

University policy sets the following limits for reimbursement for meals when travelling. The thresholds below do not include tax or tip; any alcohol charges should be included.

- Breakfast: \$25 per person
- Lunch: \$35 per person
- Dinner: \$50 per person

## **Policies and Procedures**

All requests for reimbursement should be submitted to the Business Office accompanied by proper documentation. For more information, please visit the Business Office's website at:

<http://web.law.columbia.edu/business-office> or contact [business\\_office@law.columbia.edu](mailto:business_office@law.columbia.edu).