Office of Student Affairs

COLUMBIA

Reimbursement Instructions Student Conference and Leadership Experience

When completing the Non-Profiled Payee Travel and Business Expense Worksheet for either the SCALE application or for reimbursement request, please take special note for the following sections.

1. **Prepared by First and Last Name** – must be your name.

Prepared by First and Last	
Name:*	

2. Payee Name – must be your name



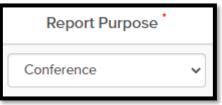
4. **Report Name** – should follow the following format: First Last – uni – SCALE – Conf. Start Date

I	Report Name	

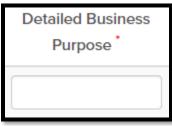
3. Vendor Type – is "Student Non-Employee"

Vendor Type	
Student Non-En	~

5. **Report Purpose** – must be Conference



6. **Detailed Business Purpose** – must indicate the Conference you attended and whether you are a presenter or participated as solely an attendee



Office of Student Affairs

COLUMBIA

Reimbursement Instructions Student Conference and Leadership Experience

7. The following Expense Types are prioritized:

- a. Air Fare, Car Rental, Conference/Seminar/Training Fees, Ground Transportation, Hotel Lodging, Printing/Photocopying,
- b. Food costs
 - i. For application and budget proposal, requests for food expense should be submitted as a per diem request
 - ii. For reimbursement, requests for food expense should be submitted as an Individual Meal for every meal being submitted

Item Num	Expense Type	Transaction Start Date	Transaction End Date	Amount	Comment/Justification
1	- Select -	✓ mm/dd/yyyy □	mm/dd/yyyy	0	
Add Item				Total Reimbursement:	\$0.00

8. **Expense Distribution** – can be left blank.

Distrib Number	GL Business Unit	Department	PC Business Unit	Preject ID	Activity	Initiative Segment	Site	Amount (\$)
1								