



Columbia University Honoraria Expense Reimbursement Form

| Transaction Date | Type of Expense | Expense Description | Merchant | USD Amount | Foreign Amount | Foreign Currency Symbol |
|------------------|-----------------|---------------------|----------|------------|----------------|-------------------------|
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Total

Please Note:

Complete this form and attach to the requisition along with corresponding receipts.

1. Expenses must be within CU's Travel and Business Expense policy and thresholds. Amounts exceeding the policy thresholds or need to be segregated will not be reimbursed.
2. Any expense incurred in a foreign currency must be converted to USD using an online currency converter. <https://www.oanda.com/currency-converter>
3. Include a copy of the currency conversion with the requisition request.