**Reimbursement process for Alumni Clubs:**

Before you pay for an **event/expense, please complete the following steps:**

1. Reach out to your Alumni Relations liaison or email alumniclubs@gsb.columbia.edu to make sure your event/expense is reimbursable and in compliance with the School's policy. Of note, there are restrictions on what types of expenses are allowable per University policy. We cannot guarantee reimbursements for expenses incurred prior to obtaining approval.

2. Once you have confirmed with Alumni Relations that your expense is reimbursable, **please provide the following:**
   a. Competed W-8 (foreign) or W-9 (domestic) form with the address the payee would like the reimbursement payment mailed to.
   b. Payee's contact information including their legal name, address, e-mail, and phone number.

Once the vendor profile set-up has been initiated, the vendor will receive log on/password information from vendor management with a link to an online form. The online form **must** be completed within seven calendar days.

**After the event/expense has taken place please complete the following steps:**

1. Send a legible scanned copy (PDF preferred) of the itemized and signed receipt. The University requires itemized receipts for all food and beverage items. The resolution and quality of the image should allow us to print the receipt clearly.
   a. Remove any liquor from the receipt.
   b. Circle any beer and wine on the receipt.

2. If the expense was paid in cash, the receipt should indicate "cash tendered" or show the amount paid with change given.

3. For charges paid via credit or debit card, please provide a scan of the credit card used for payment with the last four digits (please black out all other numbers) and cardholder's name; **or** a bank/credit card statement showing the amount that was charged (with the last four digits of the account matching the card with which this was paid) and the account holder's name. If the debit card does not match the account number on the statement, please also provide a copy of the debit card showing that last four digits and the cardholder's name.

4. Submit a PDF copy of the invitation email or registration page that was sent to attendees.

5. Submit a list with names of attendees. If that is not available, please provide the number of attendees.

**Once we receive all required materials, it will take approximately one to two weeks to process the request through the University.** After your reimbursement has been processed, the University will remit payment in the form that was indicated during the vendor profile creation. All checks are remitted in USD.