Columbia Business School
Tamer Center for Social Enterprise

Post-Travel Reimbursement Checklist

Before submitting your team's application for reimbursement, complete this form and checklist.
Include the completed checklist with your application materials in your team's Dropbox or Google Drive Folder.

Last updated: February 2023

	Name	*Grad Yr*	*UNI*	*CBS Email*
Team Leader:				
Team Members:				

Project Name & Country: _____ **On-Site Travel Dates:** _____

Project Summary Paragraph Describe the project (*Approx. 3 sentences or 75 words)*

Has your group prepared the following?

_____ Dates On-Site (Include copy of communication w/ partner confirming dates on-site)

_____ Project Summary

_____ Folder of Project Photos

_____ A Final Report / Presentation / Other Deliverable

Has each group member prepared the following into an aggregated file? (1 pdf/person)

_____ Flight Itinerary (Must include: traveler name, all destinations, and credit card used)

_____ Credit Card Statement (Must include: flight charges, payee name, last 4 digits of CC)

_____ Conversion *If-Needed*
(For purchases not in USD, use the Oanda Currency Converter and include a copy of conversion results with your application. http://www.oanda.com/currency/converter/)

_____ Comparable Flight *If-Needed*
(For teams who do not have anyone traveling round-trip from NYC and back, provide an example search/itinerary with cost and flight path details. If someone from your team is flying round-trip from NYC, this will count as the comparable flight information.)

_____ Single PDF of materials labeled "[Student Name] – [Project Name]"