

# How do I get reimbursed?

1. Download the electronic form on the P&S Club Website: <http://psclub.columbia.edu/clubleader> or print a paper copy from the website. It is easiest to type the form, because there is very limited space to write. Then print it out to sign and submit to P&S Club Office with the information in #3.
2. Use the sample form on the back (and on the website) to help fill the form out correctly. An incomplete form delays your reimbursement.
3. Make sure to do the following:
  - a. Complete the "Overall Business Description" in full, including the full name of the associated club (no acronyms), purpose of the purchase, and if it is food, include type of meal (breakfast, lunch, dinner), date/time and location.
  - b. Include all associated original receipts. They must be taped onto 8 ½ x 11" paper in chronological order, and should be itemized (even for meals).
  - c. Complete a description for each receipt, not just the name of the vendor. Each expense line is for a new receipt and provide the information in full for each receipt.
  - d. Include supporting documentation: fliers, posters, conference itineraries, email advertisement, etc.
  - e. If your reimbursement is for food, please indicate number of people in attendance of event and if less than ten, please list names.
  - f. Always use a tax exempt form; otherwise you should contact the vendor to get tax refunded.
  - g. Provide evidence of the payment method (if it is not listed on the original receipt with the last four digits of the credit card) by submitting a copy of your credit card statement, which shows the funds have been withdrawn.
  - h. Please do not staple the paperwork, just paperclip all pages together.
4. If you have not been reimbursed by the university before, you must also complete and include W9 form. If you just need to update your address from the last time you were reimbursed, visit this website: <http://finance.columbia.edu/procurement/vendor-management>.
  - a. Click on "Create/Modify a Vendor,"
  - b. Click on "Access the Vendor/Payee Request Web Form"
  - c. Enter your name and information as prompted
  - d. When you receive an email to confirm this information, please complete tasks as directed.

*Please do not hand in paperwork unless the above is complete.*

*Thank you.*