

Columbia Physics Open House

Expense Reimbursement

Reimbursement Rates

For the Open House participation, we will reimburse you up to a fixed amount based on the distance you have to travel. **The reimbursement amount will be determined based on where an individual is currently matriculated. If an applicant has already graduated, they will be reimbursed based on their current mailing address listed on the application.** Below please find the total amount that we will be able to reimburse you during your visit to Columbia. If you are planning on visiting other schools around the area, please provide us with the list of schools. We can then make arrangements to split expenses with the other universities.

\$400 if you are coming from the western states:

WA,OR,CA,NV,ID,MO,UT,AZ,WY,CO,NM,ND,SD,NE,KS,OK,TX **(Includes Western Provinces of Canada)**

\$300 if you are coming from the middle state regions:

MN,IA,MT,AR,LA,WI,IL,MS,AL,TN,KY,IN,MI,OH **(Includes Middle Provinces of Canada)**

Please note for reimbursement purposes Ontario falls under this category.

\$200 from Atlantic coast states:

ME,NH,MA,VT,PA,WV,MD,DC,VA,NC,SC,GA,FL **(Includes Atlantic Provinces of Canada)**

\$100 from the immediate neighborhood:

NY,NJ,CT,RI,DE

Reimbursement Procedure:

Step 1: Fill out one of the following forms appropriate to your status:

- U.S citizens complete a [W-9 form \(pdf\)](#)
- Non-U.S. citizens complete a [W-8 form \(pdf\)](#) and provide a copy of the visa and passport.

Step 2: Complete the [Non-Employee Expense Work-Sheet \(xls\)](#) and provide a copy of your receipt, one receipt per (PDF) file. Please label the file using the following naming convention “**Date of Expense_Business Purpose_Amount**” for example, 1-27_Lunch_\$25.00, or 1-27_flight ticket from NY to LAX_\$220.

Step 3: E-mail the above documents to **Ran Zhao** in the Business Office at rz21@columbia.edu

Questions:

For any Open House reimbursement related questions, please contact **Ran Zhao** at rz21@columbia.edu