

DST Innovation Lab 2014
Travel Booking and Reimbursement Procedures
2/19/2014

Limited funding is available for travel expenses to the Lab for those participants who could not attend without this support. Individual needs have been/should be confirmed with Chris Straw. If you need to reconfirm amount budgeted or have any other questions, please contact Chris at cs2913@columbia.edu. Procedures for booking travel or being reimbursed are as follows. **Please book travel by April 1, 2014.**

Options to Book Travel

We've identified 2 options to book your travel. **PLEASE BOOK TRAVEL NO LATER THAN APRIL 1.** July is tourist season in HI and suspect that airfares will only increase and seats more limited the closer we get to July 20.

OPTION 1: Book through our local NYC travel agent, STA, and have the ticket billed to Columbia University (CU), AC4 up to the amount budgeted. If you are including other stops/business in your plans, STA can split the bill between CU and your credit card.

OR

OPTION 2: You book the flight and submit a reimbursement request to CU, AC4 up to the budgeted amount. For those within the US, we can reimburse you after you've paid for your ticket and either before or after travel is completed. For those outside of the US, we will only be able to reimburse you AFTER travel completed.

More details on procedures for each of these options is provided below.

We understand that this can be a confusing process and appreciate your patience with it. Please don't hesitate to contact Chris with any questions.

Chris's Email: cs2913@columbia.edu

OPTION 1: Use Columbia University/AC4's travel agent, STA

To book through STA, please follow these procedures:

1. Send an email to bdw@statravel.com. In that email, please include:
 - A reference to the DST Innovation Lab coordinated by Columbia University, AC4, Chris Straw
 - Dates of travel and where you are traveling from
 - Name as listed on you passport or ID they will be traveling with
 - Date of birth

2. STA will get back to you within 1 business day to coordinate itineraries
3. When itinerary agreed to, STA will hold booking. CU, AC4 will confirm approval and STA will ticket.
4. STA will bill AC4 up to the budgeted amount and charge your credit card for any additional

costs, if needed.

OPTION 2: You book the flight and Columbia University reimburses

There is a two step process to set up the accounting records here at Columbia to reimburse you. If you are outside of the US, we can only reimburse you AFTER travel is completed.

If you'll be using this option, please advise and we'll help you through the following procedures step-by-step.

Step 1. "Set-up" for payment

This step can be completed as soon as you decide that you'll be booking the flight and need reimbursement. (If you've been reimbursed by Columbia University in the past, Skip to Step 2. Step 1 is completed and you'll only need to submit documentation related to your flight for this summer. If you're not sure, contact me and we can easily check). Please send info to me at cs2913@columbia.edu. Note: this process can take up to six weeks to complete.

- For those inside the US, complete a W-9 (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>) or for those outside of the US, complete W-8Ben(<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>). These forms are attached.
- Email address
- Phone contact information (needed for both those residing inside and outside of US)
- Name and Address (match W-9 or W-8Ben)
- Mailing Address for a check if different from W-9. NOTE: For those outside of the US, we can only wire funds to your account. We cannot send a check.

NOTE: If we reimbursed you for travel to the Lab last year, skip to Step 2.

Step 2. Reimbursement

For those within the US, please submit the following to me at cs2913@columbia.edu

- Paid invoice with name, flight information and total cost of the ticket
- Completed Reimbursement Form (Two forms are attached - one for for CU employees and another for non-CU employees; please choose the appropriate form.)
- Confirm address to send check to (preferred)

IF you prefer Direct Deposit, please contact me and I'll send you the appropriate form to confirm your checking account information.

For those outside of the US, please do the following:

- Submit the following to me at cs2913@columbia.edu
 - Paid invoice with name, flight information and total cost of the trip
 - Completed Reimbursement Form (Two forms are attached - one for for CU employees and another for non-CU employees; please choose the appropriate form.)
 - Copies of the ID page of your passport, passport stamp of entry and Customs forms.
- Contact me for an International Wire Transfer Form so we can obtain the information we'll need to wire funds directly to your bank account. Note: we cannot mail a check internationally.