How To Get Reimbursed for a Club Sport Expense

If you're a Columbia University student with access to Concur

Step 1: Log into Concur with UNI and password
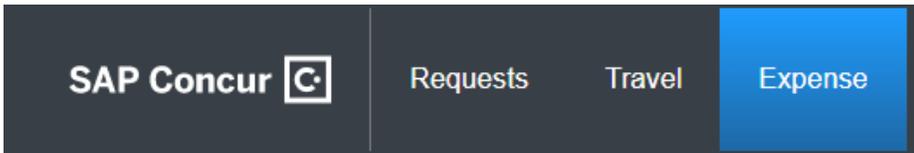
Step 2: Select Expense Tab

Step 3: Select Create New Report
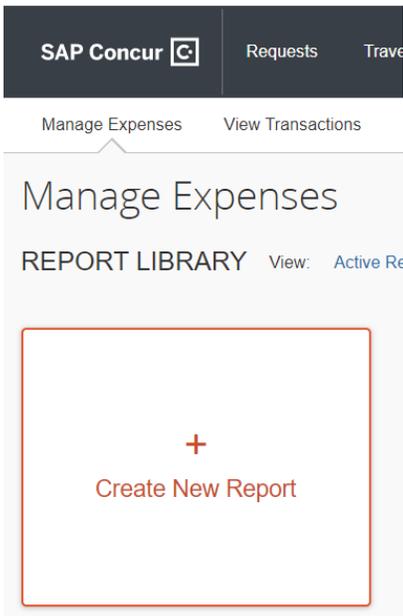
Step 4: Depending on what expense(s) your requesting to get reimbursed for.

- Under the field **"Type of Report"** select either *CU Business Expenses or CU Travel Expenses*

Enter the below Club Sports information in the required fields when creating a New Report to get reimbursed for a Club Sport expense.

- For "Report Purpose" field select the most appropriate option related to the expense. If one is not relatable select "Other Business Expenses"
- For Report Name, Detailed Business Purpose and Comment fields input very detailed information related to the expense(s).
- For "Segment" field search as text and enter "ATH Club" your Club Sport Name

  (example ATH Club Badminton)

- Leave "Site" field blank.

Step 5: After entering information into the fields select **"Create Report"**

Step 6: Select **Add Expense.** The Add Expense window appears

- Select "Create New Expense"
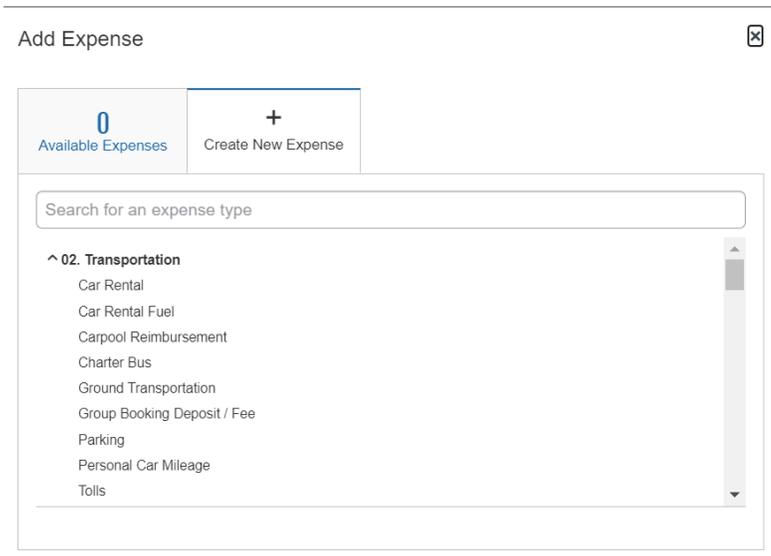
- Search and select the Expense Type. The Expense Details screen appears
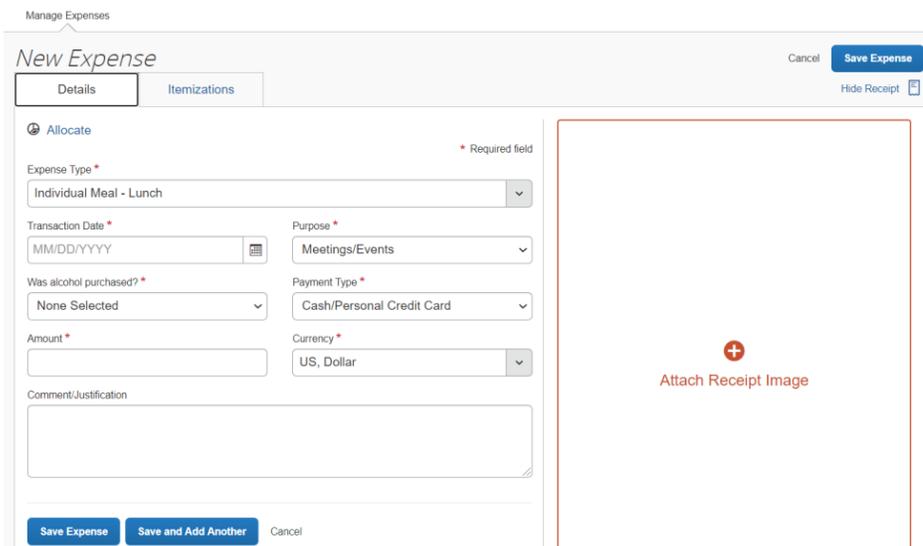
- Complete all the required fields and attach any required receipts or proof of payment documentation.

Step 7: Click **Save and Add Another** to save and add another Expense Item to your Expense Report or click **Save Expense** to save and return to your Expense Report list.

Step 8: After adding all the Expense Items to your Expense Report, click **Submit Report.** The User Electronic Agreement appears.

Step 9: When asked to enter name of Initial Reviewer enter "Brian Jines"

Step 10: Click **Accept & Continue** on the User Electronic Agreement and then **Submit.**

If you're a Barnard College student

Step 1: In an email provide [Brian Jines](#) the following information:

      a. Your home mailing address, phone number and email address.
      b. Provide the *Overall Business Purpose* detailing the reason for the club expenses.
      c. Provide all receipts. If you paid for any expenses using your credit card or debit card provide credit card statements that show the expense charged to your card.

Step 2: Fill out a [W9 form](#) and send a copy to [Brian Jines](#) . This is required to set you up as a vendor in the University Accounts Payable department.

Note: You must be set up as a vendor in order to be reimbursed. With this information we will be able to submit a Check Request Form to the Accounts Payable Department requesting a check be created in your name.