



**Columbia University Candex Reimbursement Form**

Transaction Date	Type of Expense	Expense Description	Merchant	USD Amount	Foreign Amount	Foreign Currency Symbol

**Total**                     

**Please Note:**

Complete this form and attach to the requisition along with corresponding receipts.

1. Expenses must be within CU's Travel and Business Expense policy and thresholds. Amounts exceeding the policy thresholds or need to be segregated will not be reimbursed.
2. Any expense incurred in a foreign currency must be converted to USD using an online currency converter. <https://www.oanda.com/currency-converter>
3. Include a copy of the currency conversion with the requisition request.