

DEES PhD Student Research Allowance Policy and Procedures

DEES provides a discretionary research allowance of \$1,000/year to each full-time PhD student in good standing in their 1st through their 5th years.

Allowable Expenses: Your research allowance is specifically earmarked to support *research* expenses leading to your PhD. It can help you attend special meetings, travel for fieldwork, conduct analyses, buy research-required equipment, etc.

Computers and Equipment purchased with University funds are University property. We consider computers to have a useful life of 3 years, during which they must remain at Columbia if you leave the program. Students nearing graduation (4th year or later) will not be allowed to buy computers with their funds unless approved by the DEES Chair.

Note that personal funds cannot be co-mingled with university funds to purchase computers or equipment! It creates ownership issues for the IRS.

Unallowable Expenses: Non-research or personal expenses: e.g., text books, class expenses, meals (unless traveling), rent, personal/luxury items, services, alcohol, etc. and clothing and recreational items (e.g., camping gear) are not allowed.

Funds Availability: Funds are added at the start of each academic year. Unspent balances carry forward to the next year, allowing you to accumulate up to \$5000 for larger expenses. Upon graduation unspent funds are returned to the pool to help other students.

How to Access your Funds

Talk to us first! Always contact us *before* you spend to discuss your intended research expense and payment method.

Direct billing: Some items can be purchased directly for you by the department:

- Airfare purchased through Ultramar or other Columbia travel service
- Equipment/supplies that can be ordered by credit card
- Computers or laptops (*must* be bought through Columbia, will not be reimbursed)

Invoice payment: You can use your DEES allowance for full or partial payment of bills for analytical services and other research expenses. The invoice should be addressed to Columbia University/DEES, not to you personally.

Reimbursement: We will reimburse you for eligible receipts **up to 90 days old** submitted with a standard Columbia Travel and Business Expense Reimbursement Request.

- All receipts must show proof of payment (0.00 balance, credit card #, etc.)
- Meals receipts (accepted for research travel only) must be itemized.
- Include a flyer/agenda or other proof of location and dates of conference or event

Please try to save your allowance for large research expenses (>\$300).

Questions? Contact Yasmin Yabyabin (x8550) or Sally Odland (x8633)

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