

**Luxury Worldwide Transportation (LWT)**

SIPA authorizes LWT Car Service is for visiting lecturers or other official visitors for expenses incurred when participating in an event, conference or meeting.

**Documentation required**

Traveler should attempt to obtain a receipt from the driver or transportation company. The original receipts for fares must include:

- the dates and points of origin and destination
- passengers names
- the total amount of the fare
- proof of payment

If it is not possible to obtain a receipt for ground transportation, the visitor should list the trip in a spreadsheet, notebook or ledger. The visitor should record the date of the trip, the points of origin and destination, the business purpose of the trip and the fare paid.

***\*To request private car service, complete the car service request form and submit it to the Business Office. You will be notified when to pick up the car service voucher.***

**Car Service Voucher Request Form**

This form should be submitted to Stevie Robinson (sr101@columbia.edu). To pick up a voucher, come to the Business Office at IAB room #1420. ***The customer copy of the voucher (yellow slip) should be returned to the business office, along with supporting documentation (i.e. flyer, agenda, e-mail invite, memo, etc.).***

Unit/Group: \_\_\_\_\_ Date: \_\_\_\_\_

Chart String:

Bus-Unit	Department	PC-Unit	Project	Activity	Initiative	Segment
		GENRL		01		

**Description of use** (please include date(s) of trip, points of origin and destination, the business purpose of the trip, and the fare paid)

Name of Traveler(s) (print): \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Voucher #: \_\_\_\_\_