

ChBE Guidelines for Reimbursements

(updated 03/03/2008)

Travel/Entertainment Reimbursements:

* Airline / Train

No first class or business class tickets allowed. You will need to provide a receipt with flight/train number and payment information as well as boarding passes.

* Hotel

Travelers must book standard accommodations in reasonably priced, commercial-class hotels and motels. Use of preferred hotel vendors is encouraged. For a complete listing of Big-10 discounted hotels, see <http://www.univsvcs.northwestern.edu/travel/hotels.htm> . Travelers should ask for educational discounts at all hotels and motels. To ensure the lowest possible costs, the traveler is encouraged to book lodging through the designated University Travel Agencies. Include the itemized hotel receipt that indicates how payment was made. When filling out your T&E form, be sure to separate all pieces of your hotel bill (i.e., room charges, meals, internet charges, etc.).

* Meals

Dinners will be reimbursed up to a \$65 per person, including tax and tip, for travel or for hosting University guests. For purposes of faculty recruitment, the maximum per person is \$90. Itemized receipts are necessary for all meals (plus credit card slip) including dinners charged to a hotel room. No alcohol on sponsored accounts.

*Proof of Attendance

You will need either a copy of your conference badge, a program, or something else from the conference, seminar, special training, etc. to prove attendance in order to be reimbursed for your travel. An original itemized receipt for registration payment should be included with travel expense report.

* Original receipts

“Original receipts (itemized bill from restaurant) and charge card receipt must be submitted for all travel expenses including airline and rail, hotels, meals, automobile rental and incidentals.” A credit card statement is not necessary when both the itemized receipt and charge card receipt are submitted.

* Missing receipts

You are expected to have an itemized receipt for every transaction. In the event that you are missing a receipt, an exception form must be filled out. Exceptions for missing receipts that are \$40 or over need to be approved the McCormick Administration. Exceptions for missing receipts under \$40 will be approved by the department's Business Administrator.

*Expenses Charged Directly to CUFS

Airfare, lodging, and registration can be charged directly to CUFS accounts with the permission of your advisor. Airfare and lodging is done through the designated University Travel Agencies. Registration is done by purchase order. These prepaid items must be noted on your T&E form. A T&E form must be completed for any direct-billed items even if no additional reimbursement is requested.

* Travel Reimbursement Form Signatures

Traveler and traveler's immediate supervisor (chair for faculty) must sign the Travel Reimbursement form.

* 90 days

Processing of travel expenditures should be assigned to their proper source of funds within 90 days of their occurrence, otherwise an exception form is required.

* Per Diem

Allowed for extended overseas travel (at least two weeks). Pre-approval required.

FORMS

ChBE reimbursement forms can be found at: <http://www.chem-biol-eng.northwestern.edu/facstaff/forms/>.