Chemistry of Life Processes Institute

Travel Reimbursement Documents

Checklist

Before submitting your travel receipts to the CLP Business Office for reimbursement, please complete the checklist below and attach it to your original travel receipts* and supporting documentation. Employees or their proxies should complete an online Expense Report within 30 days of the return date.

___ Airline itinerary (must show airfare for pre-paid and reimbursable airfares)
___ Boarding passes (originals)
___ Ground transportation receipts (taxi, commuter rail, bus, ferry) showing carrier, date, fare, tip and from-to destinations
___ Mileage reimbursement must include mileage documentation, MapQuest or Google Maps (tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance; fuel costs are included in the per-mile reimbursement rate)
___ Hotel bills (must show $0 balance)
___ Itemized meal receipts, including proof of payment (for shared bills, circle consumed items and show prorated tax and tip; for group meals, attach a list of attendees, their titles and affiliations)
___ Charges for alcoholic beverages, including tax, must be separately identified on receipts (alcoholic beverages cannot be reimbursed on sponsored fund chart strings and students cannot be reimbursed for alcohol on non-sponsored funds)
___ Conference registration confirmation/payment receipt (email is acceptable)
___ Conference name badges (originals)
___ Daily conference agendas and/or conference brochures

*If receipt is missing, please provide credit card statement showing payment for the transaction. In some cases, an Expense Policy Exception Form may need to be completed. Please contact Michelle Suran (m-suran@northwestern.edu) or Sara Mayol (sara.mayol@northwestern.edu) for details.

Additional Information

- Per diems (click HERE to check destination per diem rate) are permissible for meals and incidental expenses (M&IE) for authorized business travel. For M&IE, the reimbursement method selected must be used for the entire trip and should be established ahead of the trip. For lodging, all actual expenses must be supported by receipts.
- Travel must be authorized in advance by the traveler’s supervisor. Travelers must verify that planned travel is eligible for reimbursement before making travel arrangements.
- Only a single Expense Report should be submitted for all expenses related to a trip.
- The Chemistry of Life Processes Institute can only approve those requests that follow University guidelines (http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf)
- Additional information about the Institute’s business policies are listed on the CLP website. http://www.clp.northwestern.edu/about-institute/about-institute

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<thead>
<tr>
<th>Name of Traveler:</th>
<th>Dates of Travel:</th>
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<tbody>
<tr>
<td>Destination:</td>
<td>Purpose:</td>
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