ESAM

Expense Reports for PhD students

How to get your money back

2023-2024

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Before you go

Before you set up any travel arrangements:

Email your advisor(s) and the ESAM BA about the trip to figure out how your trip will be funded, funding limits, and whether per diem will be allowed/used.

Funding Options:

1st option: TGS Grant up to $600

(2 grants maximum throughout academic career)

https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-fellowships-grants/conference-travel-grant.html

2nd option: ESAM will match advisee funding/TGS funding up to $600

(3 times maximum throughout academic career, but additional travel grants may be available depending on budgetary constraints)

3rd option: Advisor funding

Setting up conference, hotel, and flight payments:

Conference Fees:

The Senior Accounting Specialist can use the department credit card to pay for the conference fees. Please email them with requests.

Flights:

Book economy class.

If on a sponsored project, book according to the Fly America Act - you must book with a US based airline when flying internationally – it's the LAW.

If you want to book a flight but don't want to pay for it upfront, please reach out to the Senior Accounting Specialist to set up a temporary Egencia account that will bill the charge directly to the chart string you are using.

Hotel/Lodging:

All hotels will be reimbursed for the reasonable and actual cost of lodging. In other words, if you get a deluxe suite at a hotel, you will be reimbursed for a basic/regular hotel room.

If you want to book your hotel but don't want to pay for it upfront, please reach out to the Senior Accounting Specialist to set up a temporary Egencia account that will bill the charge directly to the chart string you are using.

At the conference/research meeting

and for general reimbursements

Save all Receipts including hotel, taxi/uber/train receipts. Please be sure they are itemized (see following pages for more information on the correct receipts to use). *

Make sure all receipts are clear, easy to read, and translated if in a foreign language (google translate works well for this).

Avoid mixing personal purchases with professional ones. For instance, if you are purchasing supplies for a project, don't add your deodorant to the order.

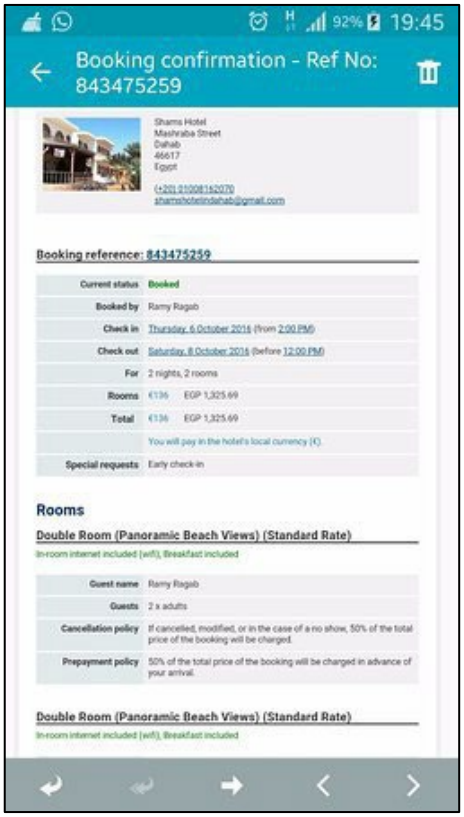
Keep your proof of attendance (a badge, your name on the agenda, certificate of participation or any other form of proof) you will need to include it in your expense report.

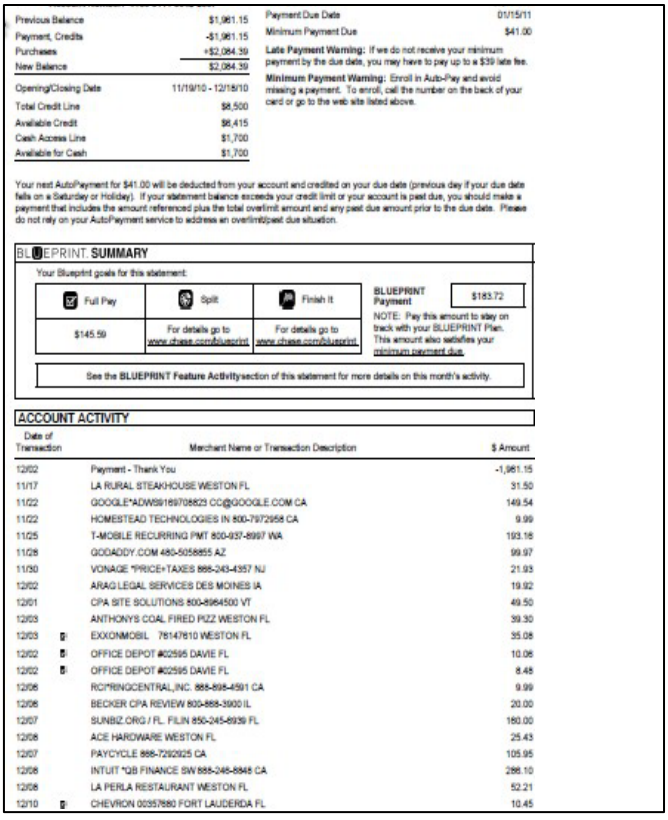
Choose the most affordable options whenever possible.

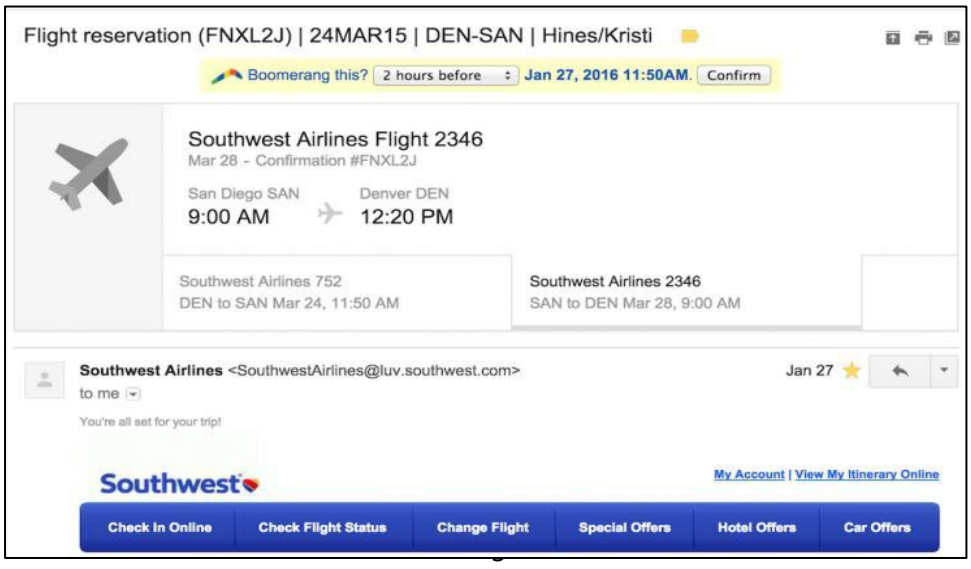
If you are using per diem – you don't need to collect receipts for food.

What itemized receipts look like:

These are NOT receipts:







Itemized receipts look like this:

Itemized receipts include:

- Businesses Name
- Date
- Items Purchased
- Price of Each Item
- Total Amount of Bill
- Method of Payment/proof of payment (such as “paid by Master Card x1234)

FISH & CHIPS RESTAURANT
1879, HIGH HOUSE RD
NEW HILL, NC, 27513
(919)-888-8888

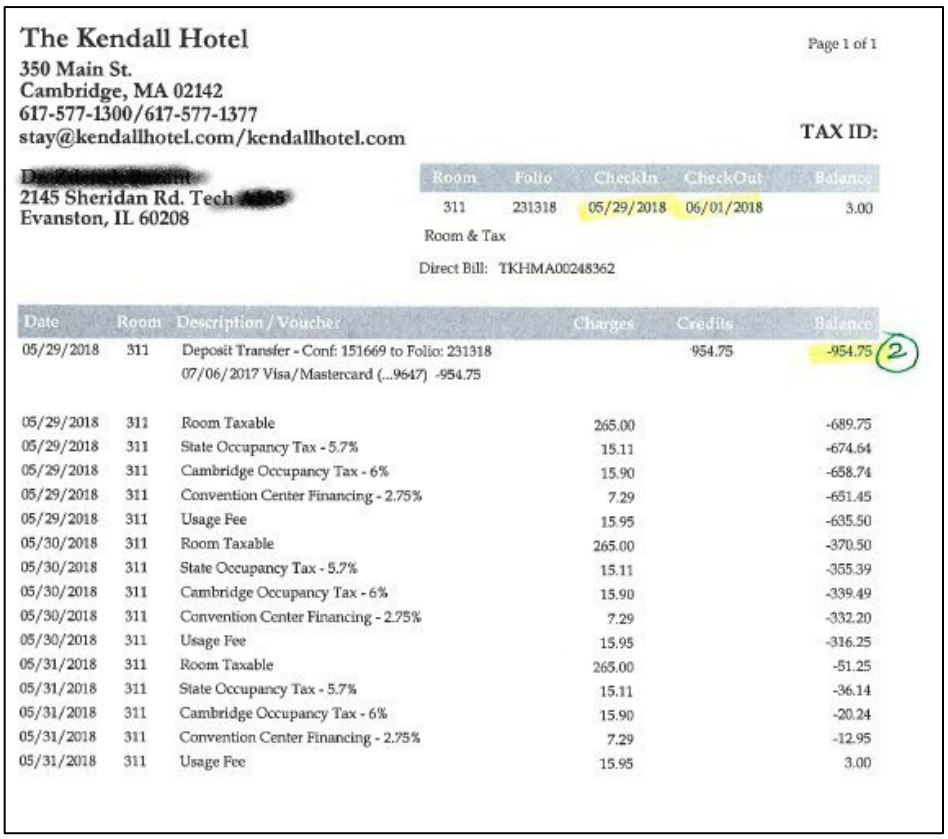
ORDER : 64 — 10/19/2019
HOST : MEGAN — 12:16 PM

2 FISH & CHIPS BOWL	$ 17.98
2 DRINKS	$ 3.98
2 FISH SPYCY SOUP	$ 7.96
VISA 8888	SALE
SUBTOTAL	$ 29.92
TAX	1.20
TOTAL:	$ 31.12
TRANSACTION TYPE:	SALE
AUTHORIZATION:	APPROVED
PAYMENT CODE:	233828
PAYMENT ID:	8211884
CARD READER:	SWIPED/CHIP

+ TIP: _____
=TOTAL: _____

X _____

CUSTOMER COPY
THANKS FOR VISITING
FISH & CHIPS RESTAURANT



The Kendall Hotel
350 Main St.
Cambridge, MA 02142
617-577-1300/617-577-1377
stay@kendallhotel.com/kendallhotel.com

Page 1 of 1

TAX ID:

2145 Sheridan Rd. Tech
Evanston, IL 60208

Room	Folio	CheckIn	CheckOut	Balance
311	231318	05/29/2018	06/01/2018	3.00

Room & Tax

Direct Bill: TKHMA00248362

Date	Room	Description / Voucher	Charges	Credits	Balance
05/29/2018	311	Deposit Transfer - Conf: 151669 to Folio: 231318 07/06/2017 Visa/Mastercard (...9647) -954.75		954.75	-954.75
05/29/2018	311	Room Taxable	265.00		-689.75
05/29/2018	311	State Occupancy Tax - 5.7%	15.11		-674.64
05/29/2018	311	Cambridge Occupancy Tax - 6%	15.90		-658.74
05/29/2018	311	Convention Center Financing - 2.75%	7.29		-651.45
05/29/2018	311	Usage Fee	15.95		-635.50
05/30/2018	311	Room Taxable	265.00		-370.50
05/30/2018	311	State Occupancy Tax - 5.7%	15.11		-355.39
05/30/2018	311	Cambridge Occupancy Tax - 6%	15.90		-339.49
05/30/2018	311	Convention Center Financing - 2.75%	7.29		-332.20
05/30/2018	311	Usage Fee	15.95		-316.25
05/31/2018	311	Room Taxable	265.00		-51.25
05/31/2018	311	State Occupancy Tax - 5.7%	15.11		-36.14
05/31/2018	311	Cambridge Occupancy Tax - 6%	15.90		-20.24
05/31/2018	311	Convention Center Financing - 2.75%	7.29		-12.95
05/31/2018	311	Usage Fee	15.95		3.00

Meals

(if you are not using per diem):

Meal costs should be *reasonable and appropriate.*

- Group meals - If you are splitting the check, get a copy of the itemized receipt and the total receipt and indicate what items you purchased.

Alcohol is prohibited.

If you order any food through the hotel you are staying at, you will need to separate out meals/food/incidentals when they appear on a larger receipt, such as a hotel folio.

Transportation

Car Rentals

- Midsize, economy, or subcompact allowed.
- Gas is reimbursed for rental cars – hold onto those receipts.
- Do not buy travel insurance when traveling in the US or Canada – Northwestern already has you covered.

Mileage

- If you are driving your own vehicle, you will need to provide a PDF/printout of Google Maps (or similar) to show the number of miles driven.
- Mileage allowed for less than 300 miles one way.

Cabs and Taxis

- You can use Lyft, Uber, or Taxis – just make sure to keep the receipt.
- Only travel in excess to your normal commute can be reimbursed so if you are going to a conference in Chicago, you can be reimbursed for an Uber/Lyft or CTA to/from the conference.

Back at NU

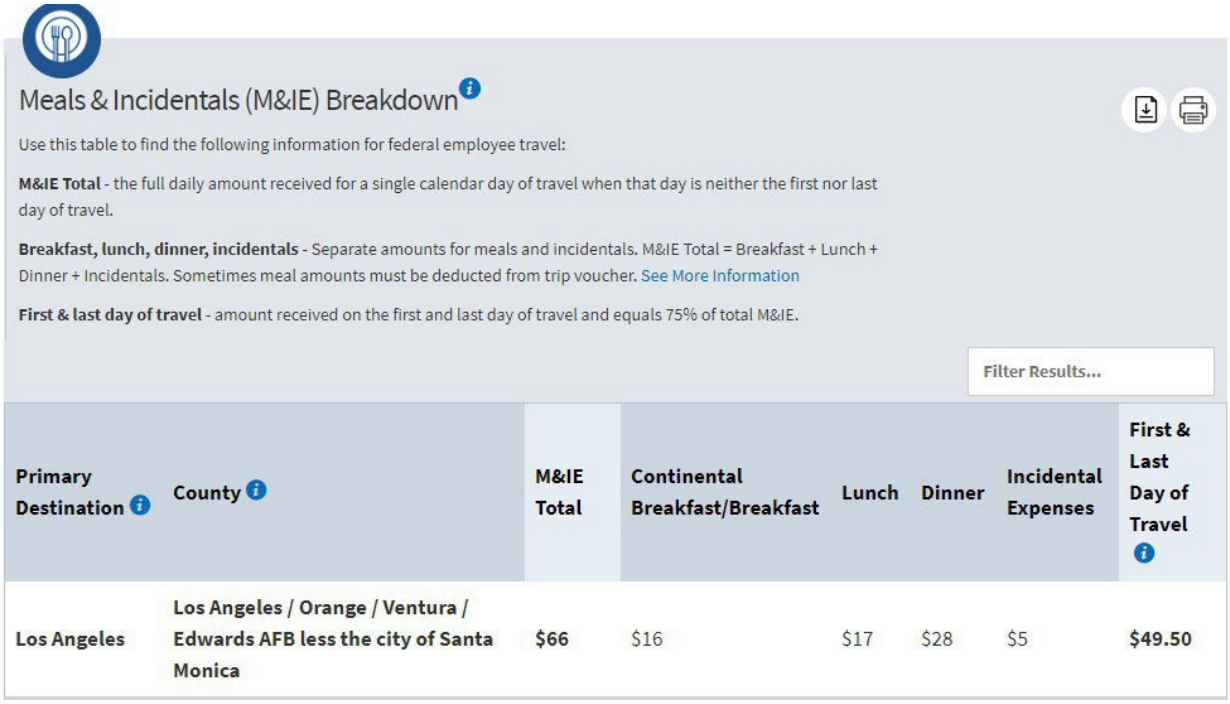
BEFORE you set up your expense report here are some things to know:

- Get everything ready before you start your expense report.
- One trip = One expense report
- One expense report = one attachment
- When you are creating the expense report, it's good to keep in mind that there are multiple people who are going to look at it to approve it. You are going to want to make sure your report reads easily and answers any questions they might have about your trip.
- Submit your expense report within 30 days of returning from the trip. Why when there is 90-day exception? The 90- day limit includes the time it takes for an expense report to clear the approval process and to payment. Typically, this will take anywhere from a week to 3 weeks, depending on the complexity of the report and the availability or capacity of the approvers. We will still need an exception request if you submit it on day 83 – this does not give us enough time to review. This is an IRS rule!
- Question: But what about conference registration fees or airfare that are often purchased months in advance? Answer: Use the first day of the conference or the departure date of the flight as the "expense occurrence" date.

Per Diem - In the US

Per Diem Rates for domestic travel can be found here:
https://www.gsa.gov/travel/plan-book/per-diem-rates

This is an example of M&IE breakdown for a domestic travel trip.



Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	$66	$16	$17	$28	$5	$49.50

Note that the far-right column shows a "First and Last Day of Travel" cost – this is 75% of the MIE total.

M&EI = meals, snacks, tips, and fees.

When using per diem within the USA, please save the “M&IE Breakdown” as a pdf. There is a button to save it/print it in the top right corner of the page.

Please see the next page for the breakdown of per diem.

FY 2022 Per Diem Rates for New York City, New York

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New York City	Bronx / Kings / New York / Queens / Richmond	$79	$18	$20	$36	$5	$59.25

5/1 Travel Day = $59.25

5/2 = $79.00

5/3 $79.00 - $36.00 (dinner) = $43.00

5/4 Travel Day = $59.25

On the pdf, include each day that you were on your trip (see above example).

Travel days are 75% of the M&IE total. You get 2 travel days one for going there and one for coming back.

Personal days – Include on this sheet for documentation only. State they were personal, do not ask for per diem, and do not put it in the expense report (on NU Financials).

If meals are provided or if someone paid for your meal, remove it from the M&IE total (see ex 5/3 above)

Per Diem for international travel

Follow the same guidelines for US travel regarding additional paid meals and travel dates. Please make sure to include each day you were on your trip (the same as you would with the US travel per diem)

Per Diem Rates for international travel can be found here: https://aoprals.state.gov/web920/per_diem.asp

This is an example of what the breakdown looks like:

Foreign Per Diem Rates In U.S. Dollars
DSSR 925

Country: BHUTAN
Publication Date: 02/01/2019

Previous Rates: 02/01/2019 ▾ Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BHUTAN	Bhutan	01/01	12/31	280	112	392	N/A	12/01/2010

The breakdown for meals can be found here: https://aoprals.state.gov/content.asp?content_id=114&menu_id=101

Below is what the breakdown for meals looks like. Please include this breakdown if your meals need to be removed from the per diem. Find the correct M&IE rate and highlight that rate. Include the first page of Appendix B with the page with the correct M&IE rate page in your pdf of receipts (you do not need to include all of the other pages from Appendix B).

Office of Allowances

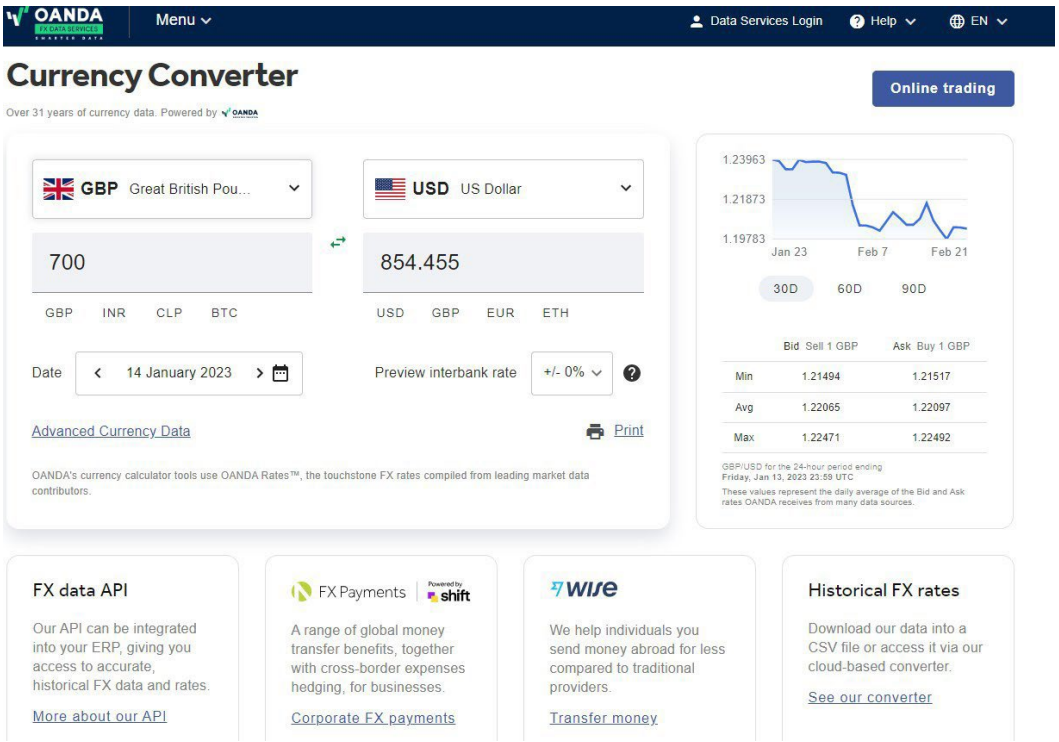
Appendix B
Chapter 301-Federal Travel Regulation
Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
$1	0	0	0	1
$2	0	0	1	1
$3	0	1	1	1
$4	1	1	1	1
$5	1	1	2	1
$6	1	2	2	1
$7	1	2	3	1
$8	1	2	3	2
$9	1	2	4	2
$10	2	2	4	2
$11	2	3	4	2

International currency

Before you start your expense report, you will need to convert all non-US Currency to USD. To do this, you must use the OANDA website found here: https://www.oanda.com/currency/converter/



- When using OANDA, be sure to put the correct date that the item was purchased.
- When you have the conversion, save it as a screen shot or pdf (if you save it as a pdf – you only need that first page from OANDA). Place the conversion behind the receipt in your pdf of receipts as proof of the correct currency.
- Also write/type the conversion on the page of the receipt (you would say something like “On January 14, 2023, 700 GBP = 854.45 USD”)

FAQs

What if I don't have all the receipts? (ex What if the taxi driver didn't give me one?)

- If you do not have a receipt showing proof of payment, please include a snapshot of a bank or credit card statement showing the expense was charged. Please highlight the charge and make sure your name is on the statement (cross out the account number). You may include an email from vendor, invoice, or a non-itemized receipt to support the credit card/bank statement proof.

What if part of my trip is personal?

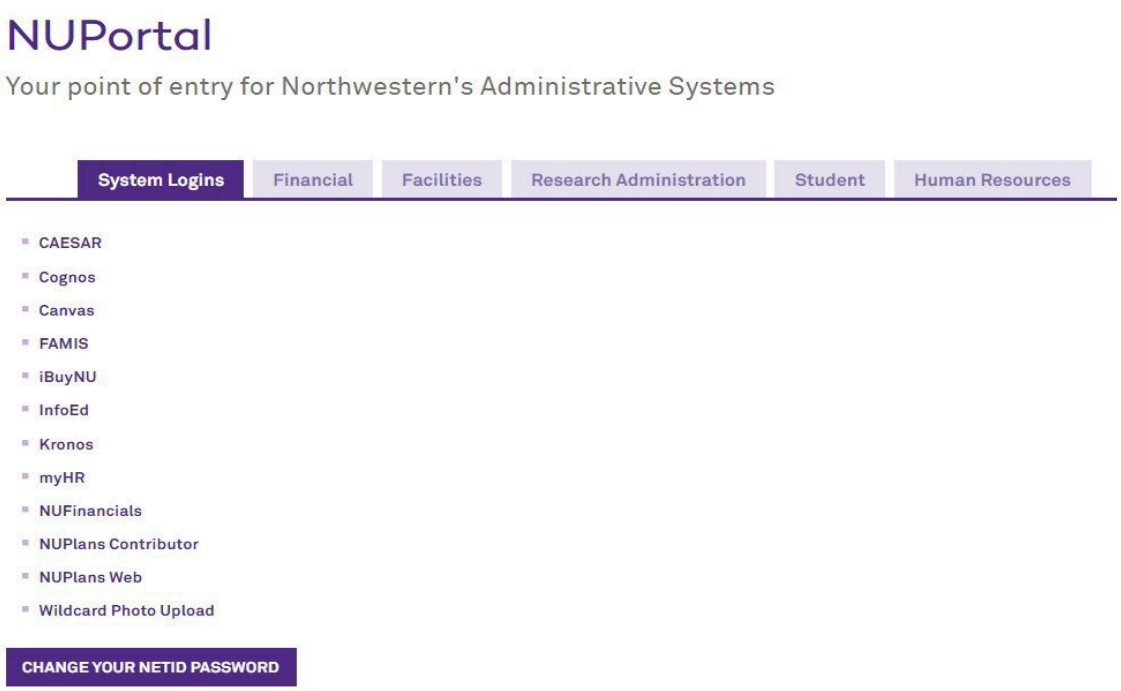
- If personal travel was involved, you must provide a flight comparison. The flight comparison must be prepared prior to your departure date.
- Without a flight comparison, you will not be reimbursed for your airfare.
- Per diem is not given on days you are doing personal travel.

Entering information in the Portal

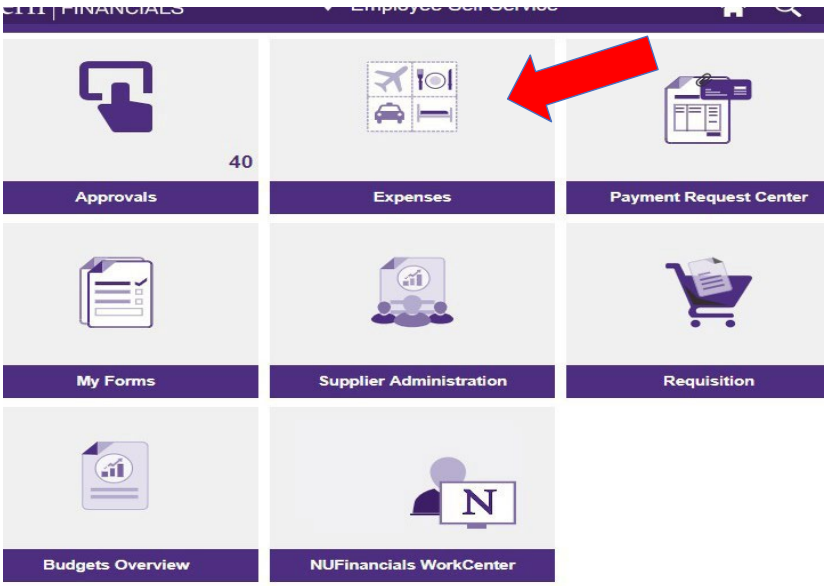
Go to NUPortal
(This is the landing page for all NU administrative systems.)

https://www.it.northwestern.edu/nuportal/

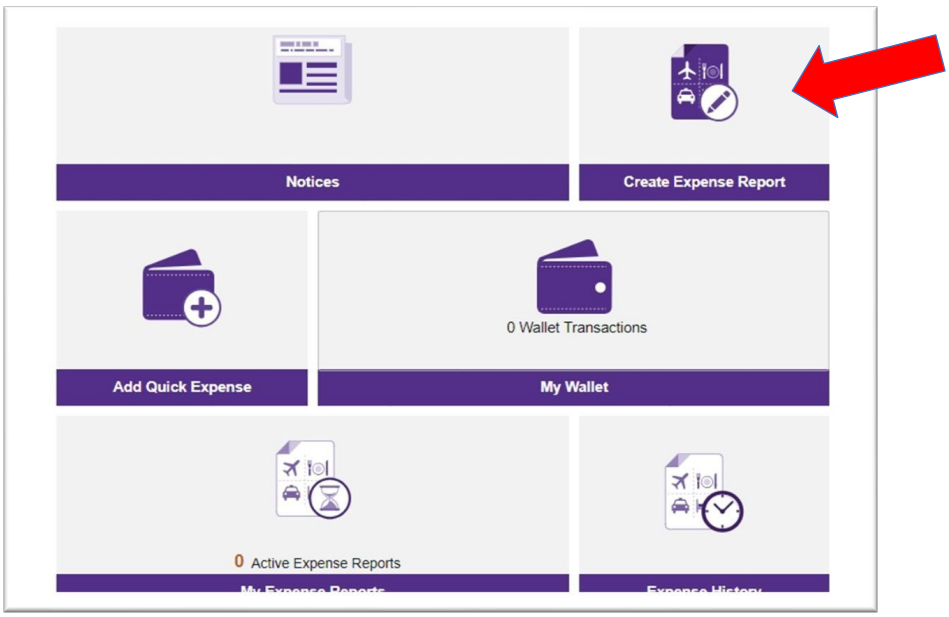
Click into NUFinancials



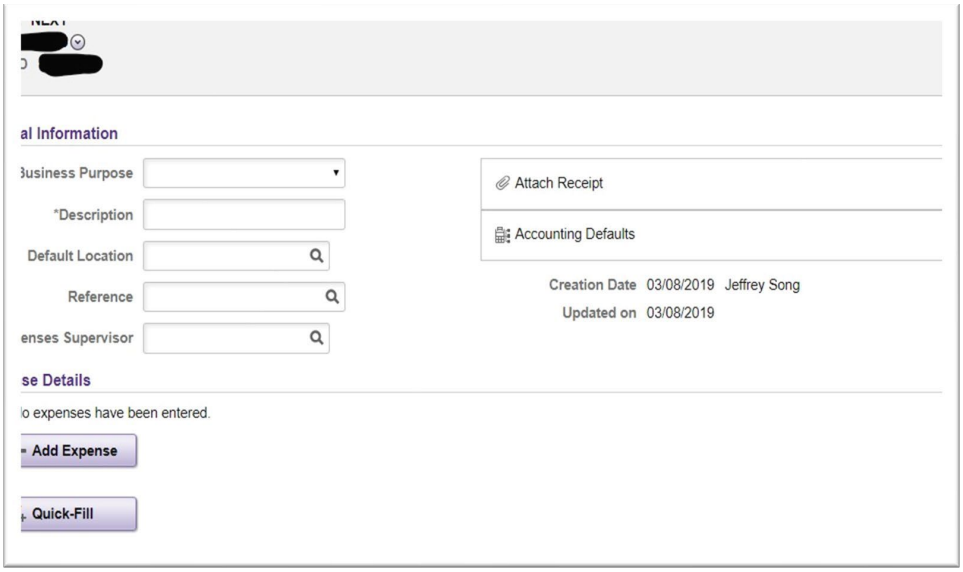
The way it looks for you may be a little different, but you should have the Expenses Tile. Click on that.



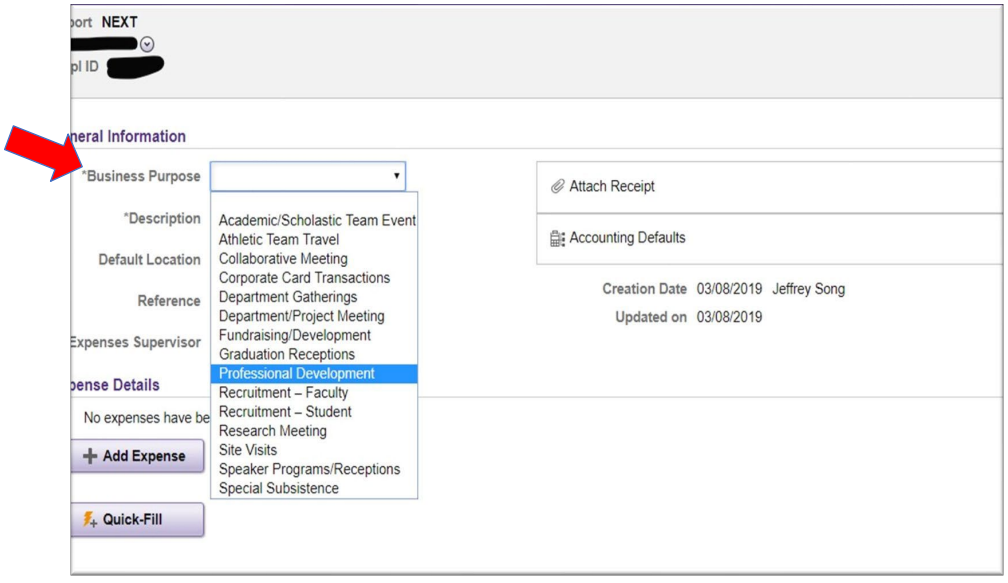
From this page, you are going to click into "Create Expense Report"



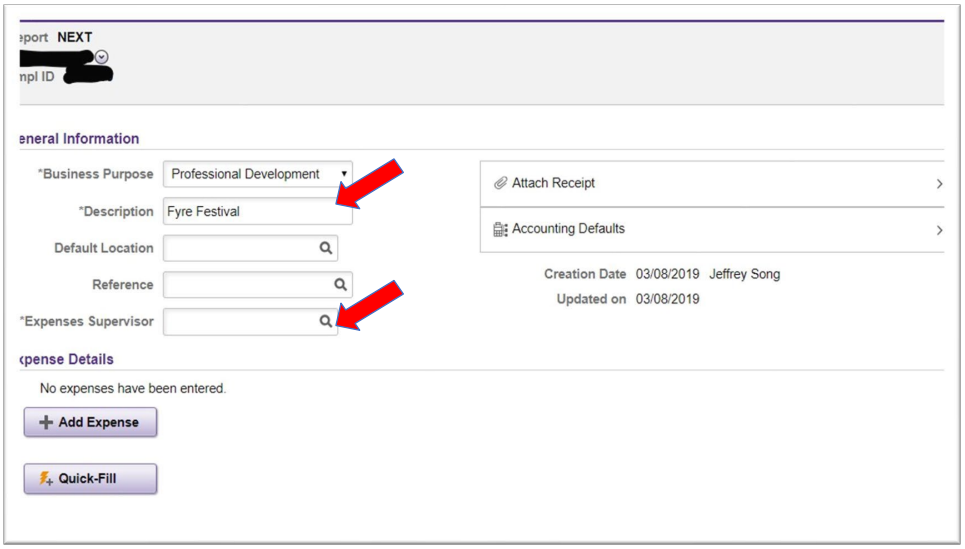
First page of expense report



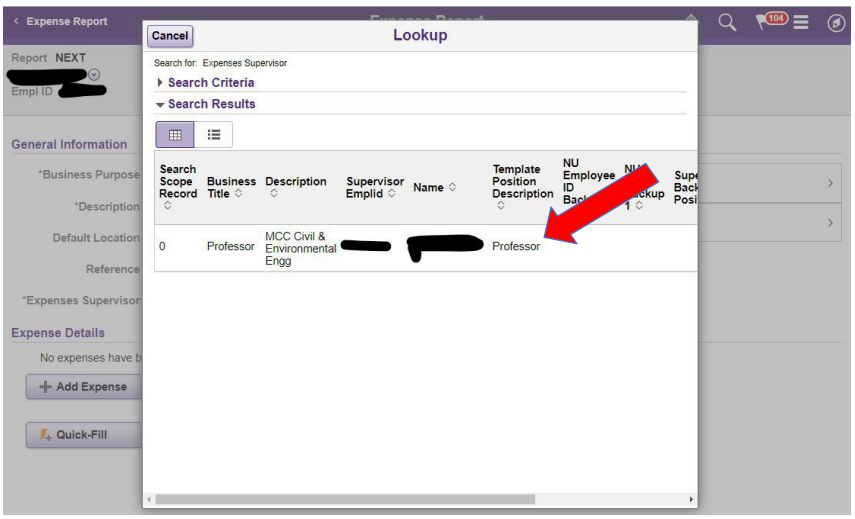
Select a business purpose. If the purpose of the trip does not fit neatly into the provided categories, you can use "professional development"

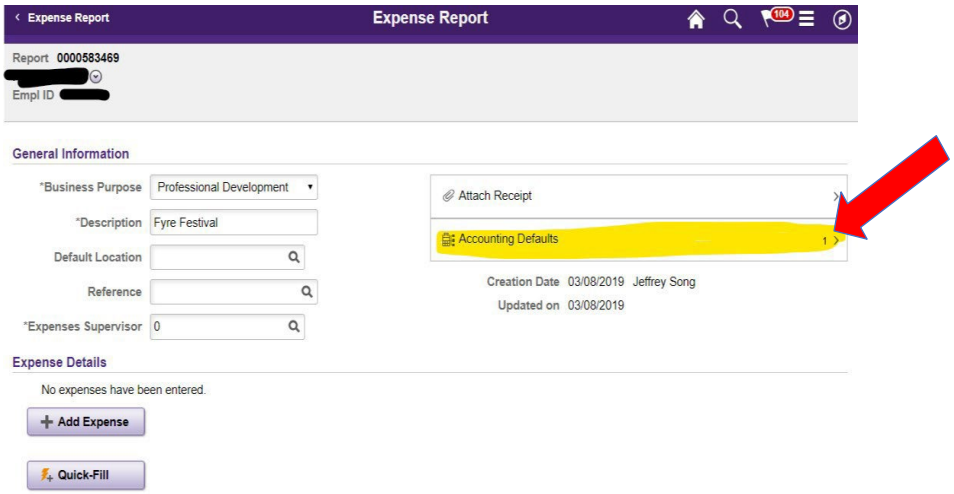


Provide a brief description for the expense report.
You can skip default location and reference.
You then need to select the expense supervisor.

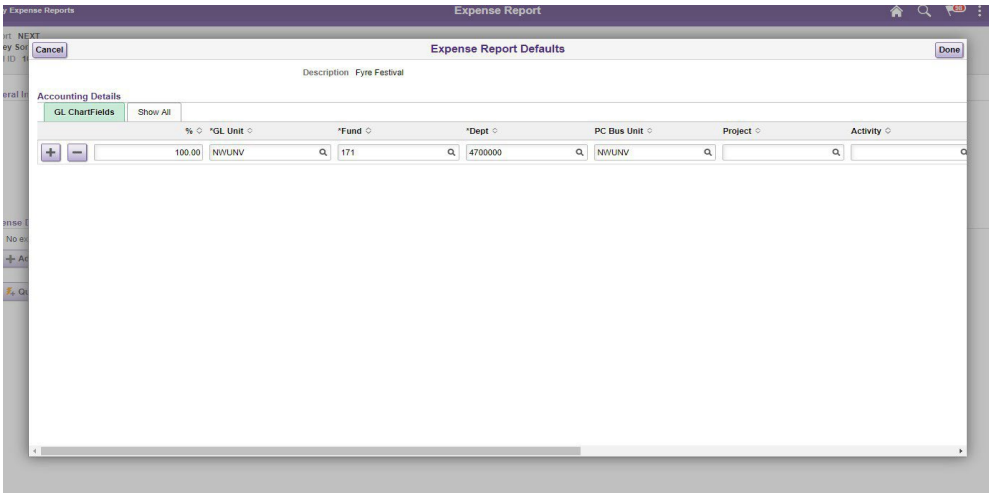


Choose the appropriate "expense supervisor" for where the charge comes from.





Click “Account Defaults”



This is where you can enter the primary chart string(s) for your travel. Chart string(s) that are entered here will apply to all the expenses entered in the report. If you click on the "+" symbol, you can enter additional chart strings if the project/travel has multiple funding sources.

Please see next page for information on chart strings.

If there are specific charges that are to be placed on a different chart string, you can specify those unique charges as you enter them in the expense report.

Entering Chart Strings

Let's say you are using the following chart string:

610-4737000-12345678-01

This is what it will look like in the system:

% 100.00 *(if you are only using this chart string)*

GL Unit NWUNV

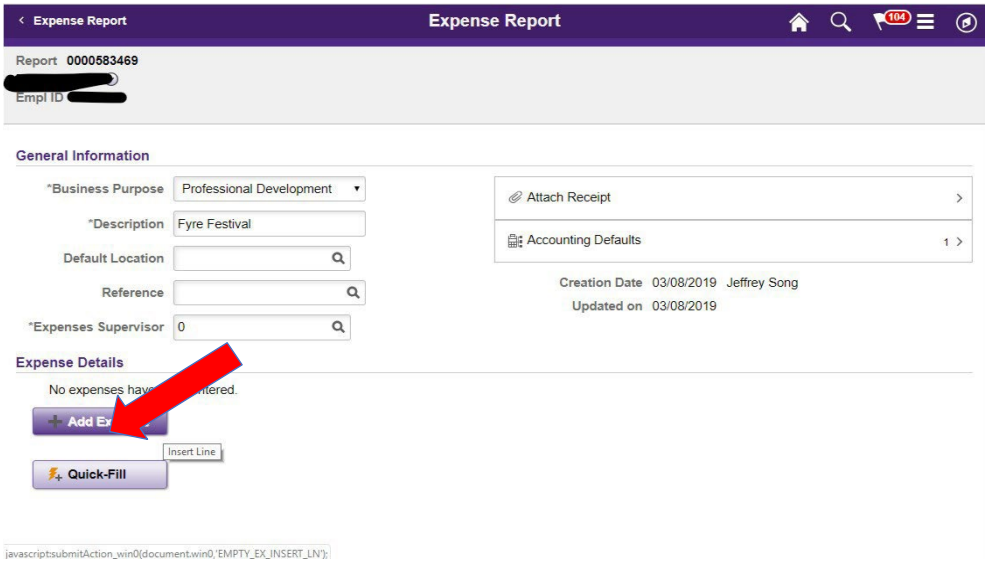
Fund 610

Dept 4737000

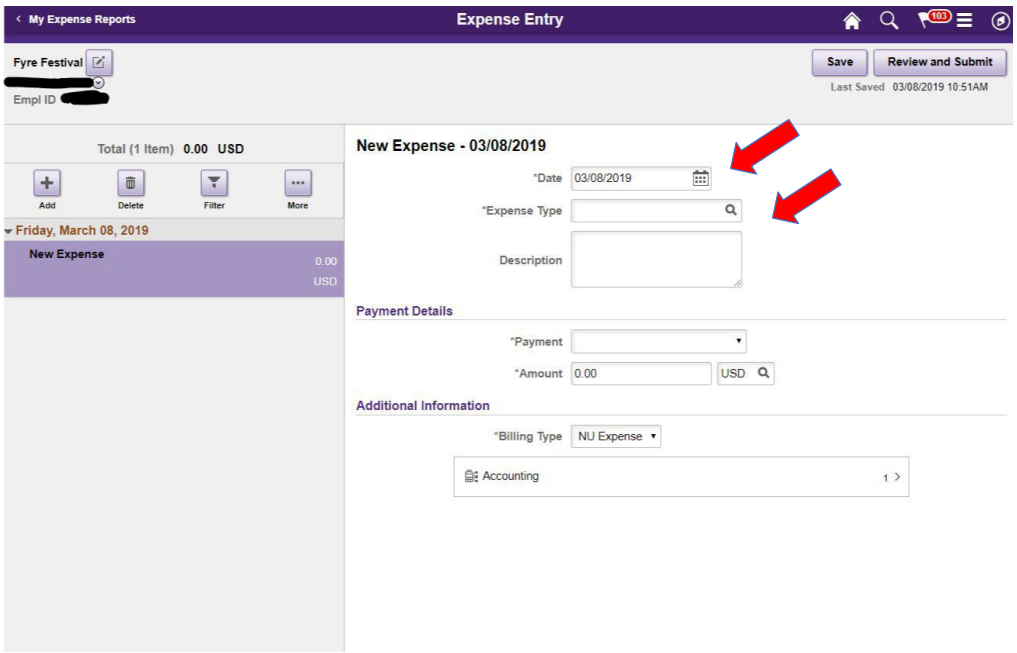
PC Bus Unit NWUNV

Project 12345678

Activity 01 (if no activity is given, it is most likely 01)



It is time to input each expense item. Click on Add Expense.



Input the expenses per the list on the following page.

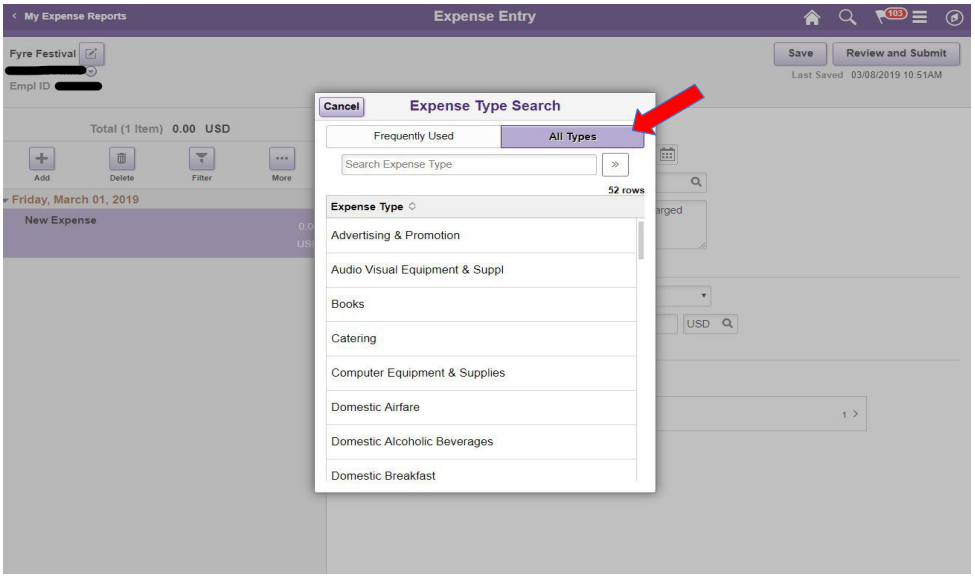
The date (for flights, the departure date) of the expense.

Then choose Expense Type (click on the magnifying glass).

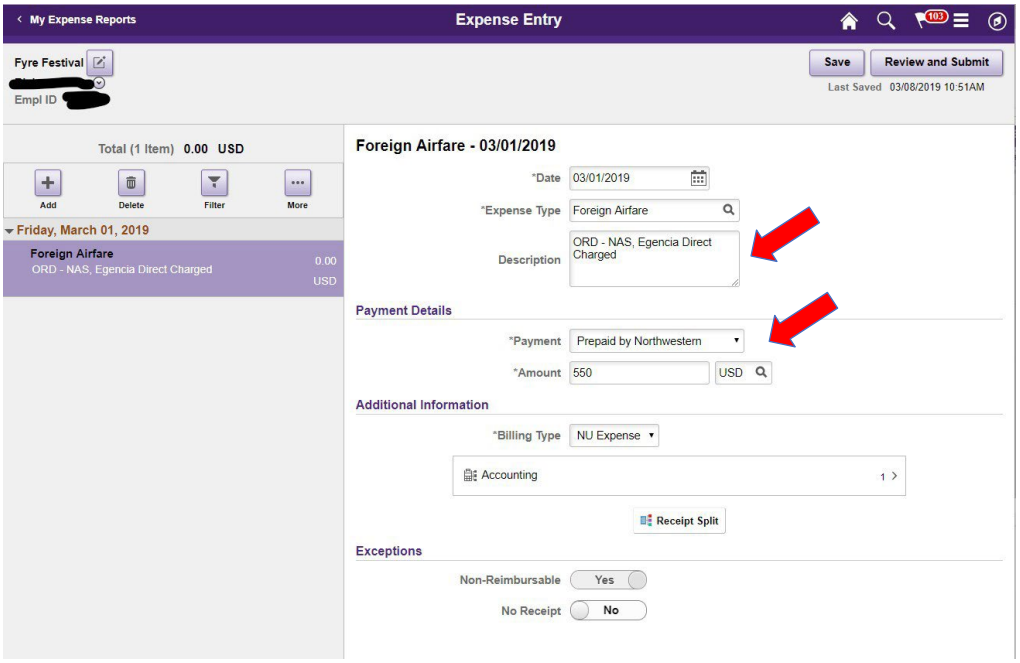
Checklist

This is the order you should have your receipts and enter expenses in the system:

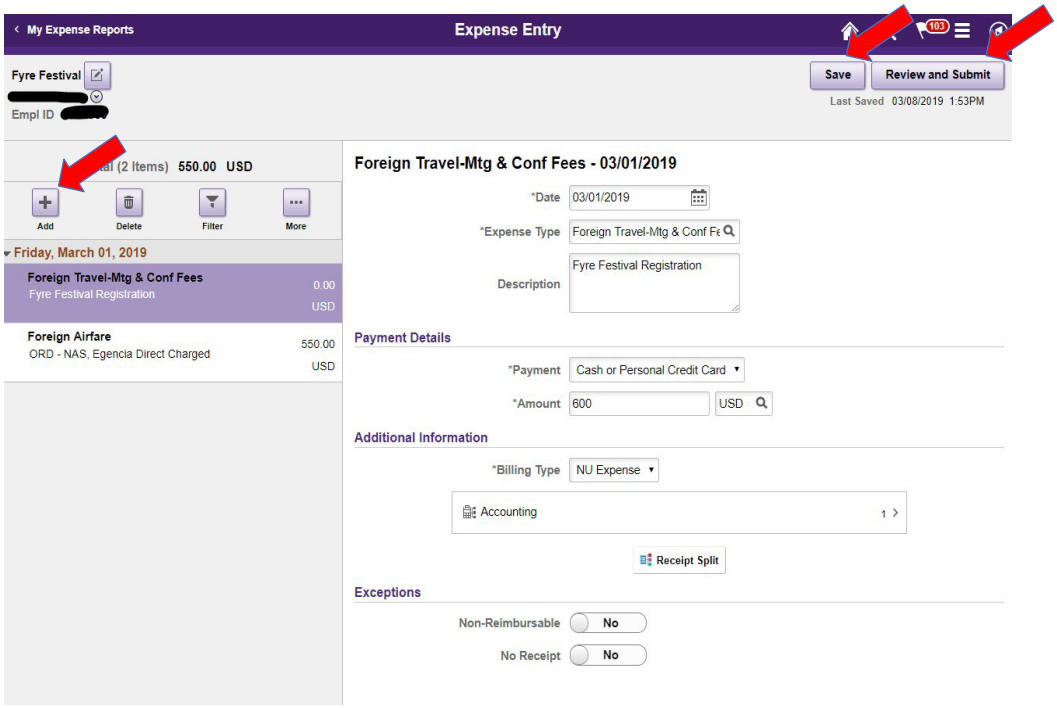
1. Event Flyer, invitation or screen shot of email announcing meeting or event.
2. Conf registration receipt – if it was already paid – make a note on the receipt that it was already paid, and you are just including this for documentation.
3. Proof of attendance.
4. Plane or other transportation to conference receipt. If it was already paid, make a note on the receipt that it was already paid. If you drove to the conference/meeting, print out the google map.
5. Hotel receipt. If it was already paid, make a note on the receipt that it was already paid.
6. If you had any posters made for conference and/or shipped, include itemized receipt for it.
7. Any public transportation (including Uber/Lyft/Taxi) as well as any tolls and parking fees. If possible, keep them in order by date.
8. Per Diem – Please see information on Per Diem in this packet. Please note that each day needs to be entered separately.



Find the correct "expense type" for your entry.

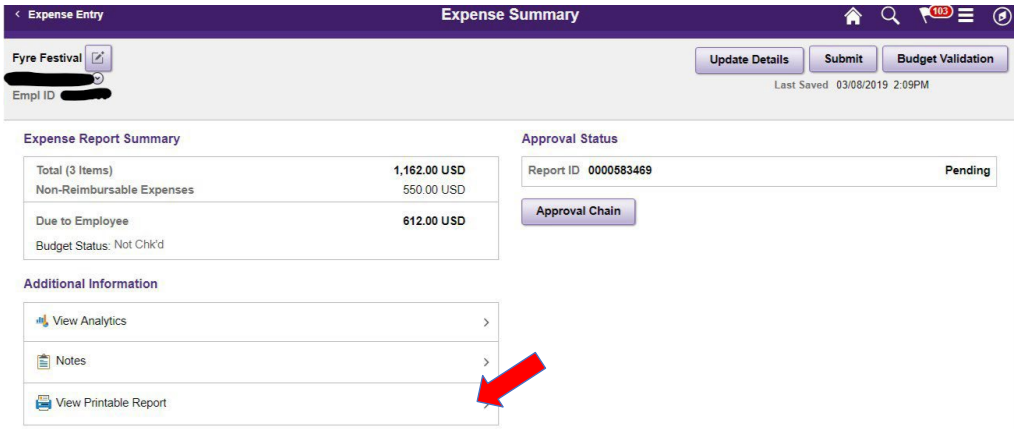


Under “Description” put basic information on what the expense was.
For Payment, choose "Cash or Personal Credit Card".
Only enter items that are to be reimbursed. If it was already paid for, include the receipt in the final PDF/Attachment but make a note on that receipt “for documentation purposes only”.



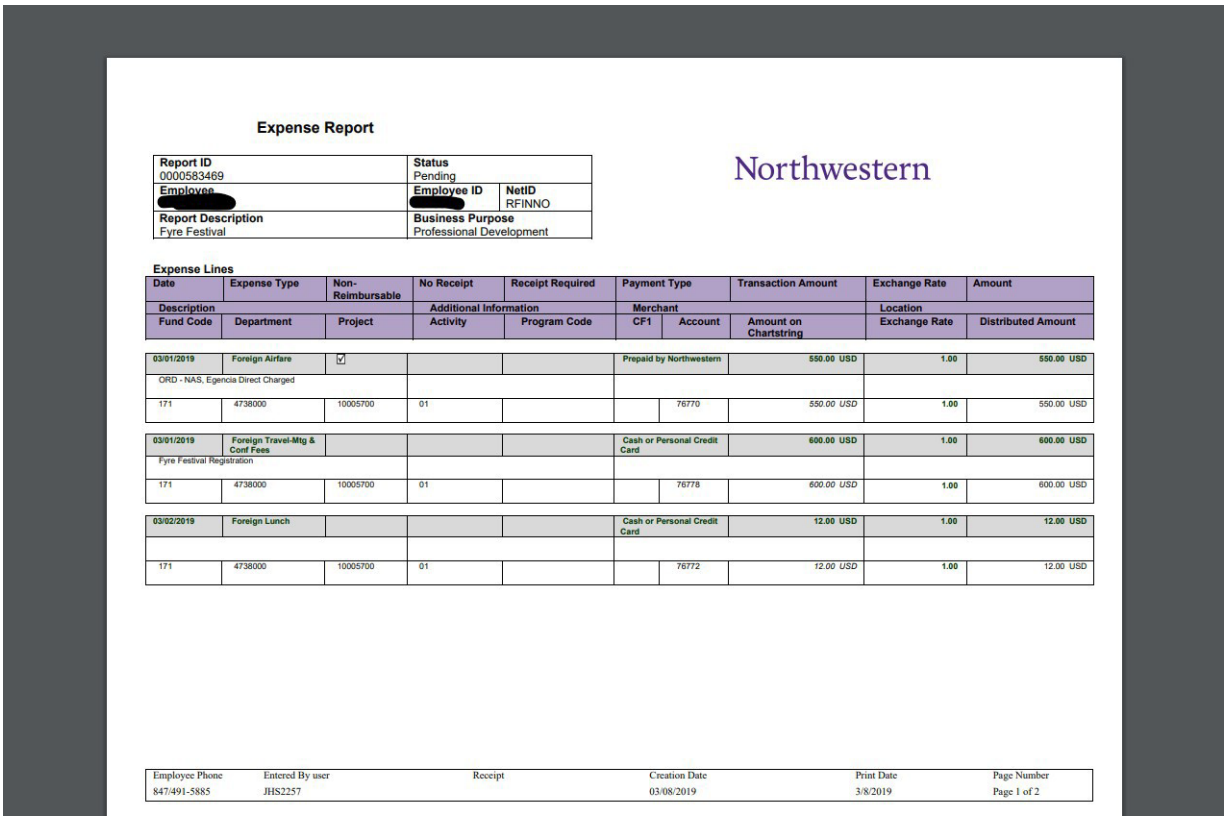
To enter the next expense, click the “+” add button.
As you are working, click save to make sure everything saves (this also will show you if there is an issue/error with the entries).

Once all the entries have been entered, click “Review and Submit”



Click "printable report“. Download and save the printable report. This will act as the cover sheet(s) for the pdf attachment with receipts.

This is what it looks like:



Expense Report

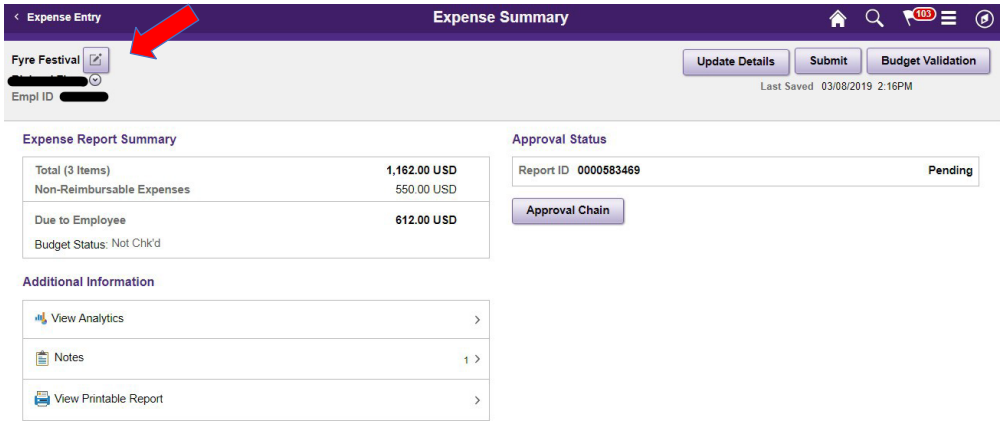
Report ID	Status	
0000583469	Pending	
Employee [redacted]	Employee ID [redacted]	NetID RFINNO
Report Description Fyre Festival	Business Purpose Professional Development	

Northwestern

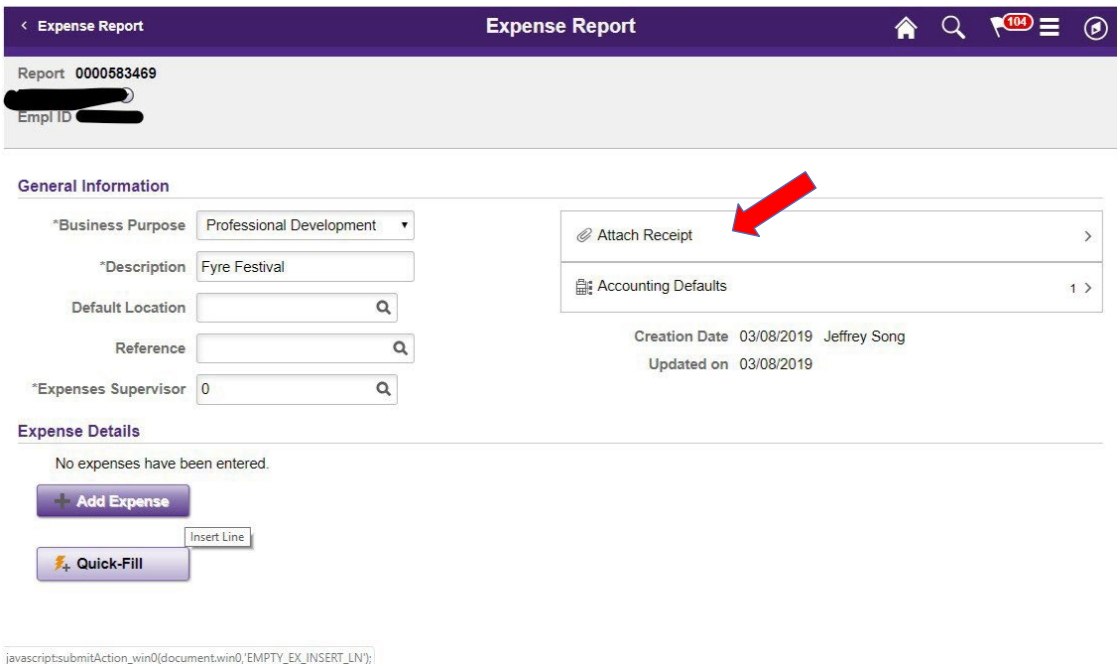
Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type		Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant			Location	
Fund Code	Department	Project	Activity	Program Code	CF1	Account	Amount on Chartstring	Exchange Rate	Distributed Amount
03/01/2019	Foreign Airfare	☑			Prepaid by Northwestern		550.00 USD	1.00	550.00 USD
ORD - NAS, Egencia Direct Charged									
171	4738000	10005700	01			76770	550.00 USD	1.00	550.00 USD
03/01/2019	Foreign Travel-Mtg & Conf Fees				Cash or Personal Credit Card		600.00 USD	1.00	600.00 USD
Fyre Festival Registration									
171	4738000	10005700	01			76778	600.00 USD	1.00	600.00 USD
03/02/2019	Foreign Lunch				Cash or Personal Credit Card		12.00 USD	1.00	12.00 USD
171	4738000	10005700	01			76772	12.00 USD	1.00	12.00 USD

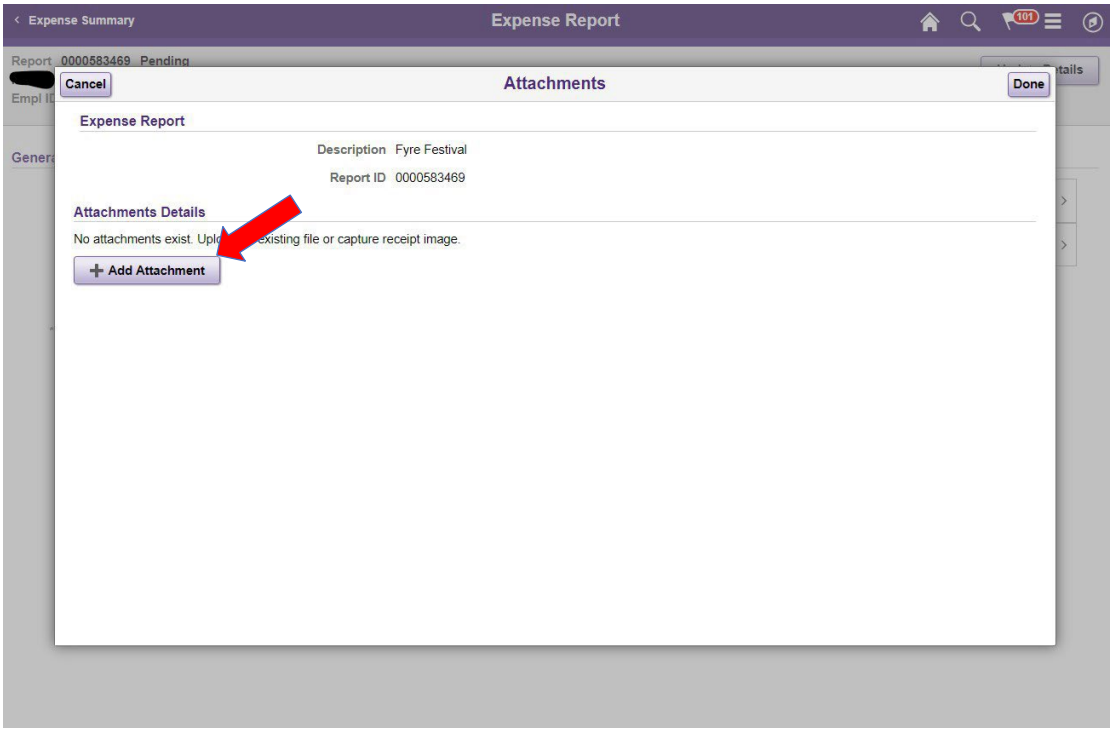
Employee Phone	Entered By user	Receipt	Creation Date	Print Date	Page Number
847/491-5885	JHS2257		03/08/2019	3/8/2019	Page 1 of 2



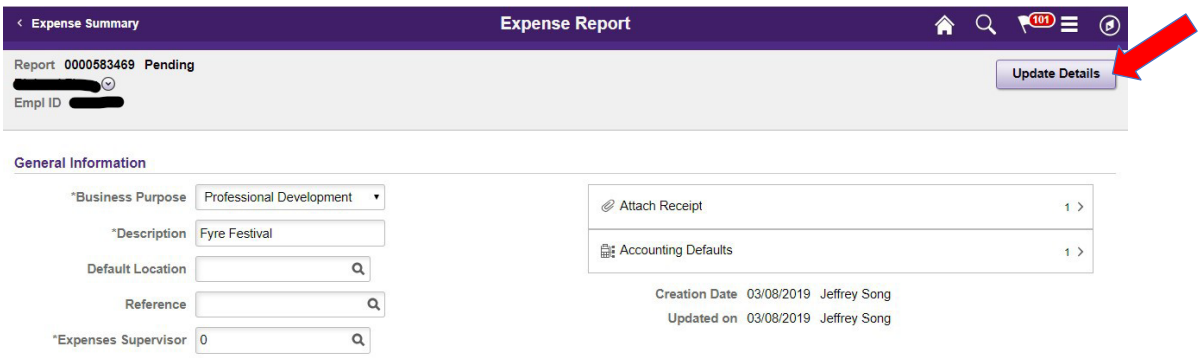
After you have created the pdf of the receipts and the printable report, go back to the expense summary page to attach the PDF packet.



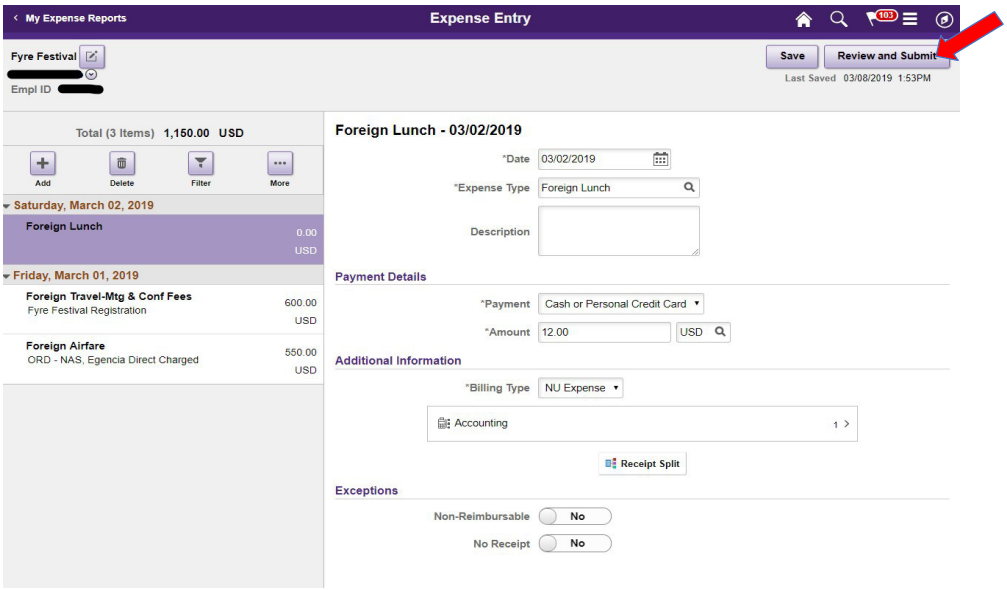
Click “Attach receipts”



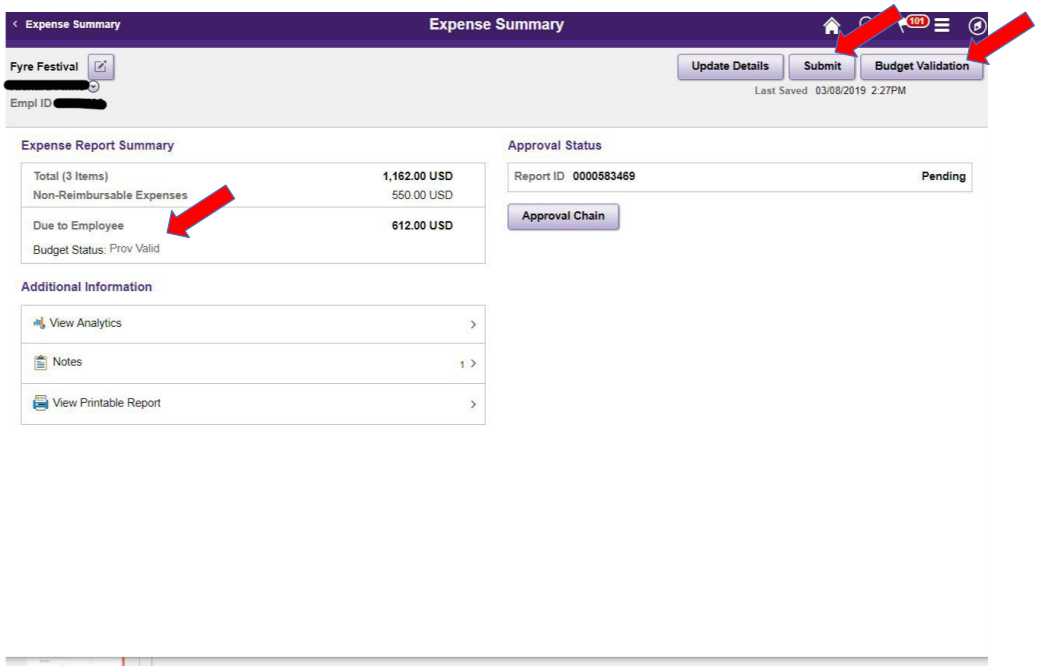
Click to attach receipts.



Once receipts are attached, click on update details.



Click review and Submit (again)



Click budget validation. Wait for the screen to blink and if budget status reads "Prov Valid", you are good to submit.