

# Event/Meeting Reimbursement Procedure

All required documents should be consolidated into 1 PDF on each travel request. Documents required for reimbursement include:

- BUSINESS PURPOSE OF THE EXPENSES - what was the event for, what research/topics were discussed, and how did it benefit the attending individuals?
- EVENT INVITATION -include flyer, email or screenshot of announcement of the event or meeting.
- ITEMIZED RECEIPTS - purchased items listed separately on the receipt. Meal receipts should show food items that are purchased. Food for events/meetings should be no more than \$30 per person including tax, tip and delivery fee.
- PROOF OF PAYMENT - required on all receipts, such as "Paid via Master Card xxxxxxxxxxxx-1234" or "Paid via PayPal". If you cannot obtain a receipt with the proof of payment info, you need to send a copy of your credit card statement highlighting the charge (account number except last four digits and unrelated purchases should be redacted).
- ADVISOR APPROVAL - an e-mail from your Advisor stating what chartstring number to use for the expenses, or the balance of expenses after a travel grant is used. Approval is not needed for budgeted student group funding, such as CSSI, WiC & CSPAC. Bella Barrios can provide you with student group chartstring numbers.
- GROUND TRANSPORTATION *if applicable* - proof of payment, departure/ arrival addresses, and business purpose of ride, such as "home to airport" or "hotel to restaurant" required on each receipt.
- PERSONAL AUTOMOBILE MILAGE *if applicable* - Google map, including the details of your route. Indicate on the document if it was 1 way or round trip. Mileage includes cost of gas.
- LIST OF ATTENDEES - first & last names for the event/meeting attendees. Friends, significant others, and children attending are not reimbursable for NU hosted events and should not be included in the list of attendees.

## Unallowable expenses

- Gift cards
- Cash prizes
- Taxes not associated with Restaurant hosted meals (in person at location)
- Gifts, such as 'going away' presents, flowers, tokens of appreciation
- Alcohol

- Catering & meal expenses that exceed [McCormick's entertainment policy](#) 'per person' dollar amount thresholds.