

MCC Customer Service Center Reimbursement Quick Guide

How to minimize processing time:
 Provide your business purpose; it is always required.
 Submit itemized receipts in English or with translation.
 Submit receipts within 30 days of your return date.
 When traveling, consider requesting Per Diem instead of providing meal receipts.
 Be cognizant of policy and submit justifications for exceptions.

Reference Links:
[Travel and Entertainment Guidelines](#)
[GSA Per Diem Rates](#)
[Spending Limit Guidelines](#)

Business purpose categories:

Attending a Conference
 Seminar Series Speaker
 Faculty Recruitment Visit
 Research Collaboration Meeting

Category	Item	Policy Allowance	Documentation Required	If Using A Sponsored Chartstring	Preferred Payment Method
Airfare	All Classes		Detailed carrier confirmation or receipt showing that the traveler incurred the cost.	Generally international carriers are unallowable.	•NU preferred travel agency: Egencia or Travel100 Group •NU Corporate Card
	Economy Class	Reimbursable	Premium / plus distinctions allowable within reason	Travel allowed with sponsored prior approval	
	Business Class	For Flights 7+ hours	Flight duration on confirmation.	Not Allowable (comparable economy flight cost is reimbursable)	
	First Class	Generally not allowable, exception required	Confirmation of free upgrade required	Not Allowable (comparable economy flight cost is reimbursable)	
Other Transportation	Flight Credits	Reasonable, actual expense	Need proof of initial purchase if seeking reimbursement	Contingent on award guidance - this may not be allowable on sponsored funding	
	Private Vehicle	300 miles or less from point A to B	Google map showing miles from point A to B	Same as non-sponsored	
	Taxi/Uber/Car Service	Reasonable, actual expense	Itemized receipt, origin and destination	Same as non-sponsored	
Accommodations	Rental vehicle	MCC Recommendation: commercial rental vehicles should not be used if less expensive transportation is available.	Itemized receipt showing all fees and insurance coverage; justification for rental instead of taxi etc.	Same as non-sponsored	NU preferred travel agency: Egencia or Travel100 Group
	Hotel/Airbnb	Reasonable, actual expense	Itemized receipt/folio with proof of payment	Same as non-sponsored	
Fees -Various	Memberships	Reasonable, actual expense	Itemized receipt with proof of payment	Not Allowable	•Direct billed via payment request •NU Corporate Card
	Publications Fees	Reasonable, actual expense	Itemized receipt with proof of payment	Same as non-sponsored Supply justification as to how the publication directly benefits the project it is being allocated to.	
	Conference Registrations	Registration reimbursement allowed <u>after</u> conference takes place	Provide either: registration confirmation, flyer, itinerary confirming conference/meeting dates.	Proof of attendance is required, provide either: •A photo/scan of the conference name badge •An email confirming attendance, something like "thank you for attending" •Material provided only to attendees	
	Club Memberships (e.g. social clubs)	Not Allowable			
Meals, Other Group Activities	Collaboration Visits (NU Faculty travel outside of NU)	Same as other travel guidance	Email invitation and/or brief description confirming dates of visits, research topic(s), attendee details (or comparable documentation)	Email invitation and/or brief description confirming dates of visits and the business purpose •Supply justification as to how the travel/conference/expense solely and directly benefits the project it is being allocated to.	NU Corporate Card
	In-Town Meals with visitors Breakfast Lunch Dinner (including faculty recruitment, etc.)	\$25 per person price allowance	For Group Meals Include: • List of Attendees • Title • Affiliation • Itemized receipt with proof of payment • Agenda/Flyer, Itinerary for meals related to recruitment visits When requesting per diem, location is required for appropriate GSA lookup. Note, either reimbursement of actual expenses or Per Diem can be requested for the same travel.	same as non-sponsored	
		\$50 per person price allowance			
		\$100 per person price allowance			
	NU Community - Two total events in the following categories each year.				
	Appreciation event	\$50 per person price allowance			
	Holiday Staff Appreciation (not Chicago)	\$75 per person price allowance			
	Employee Retreats	See Spending Limit Guidance for details			
	School wide or dept. Mtgs	\$30 per person allowance			
	Commencement related receptions, graduate school recruitment events	\$50 - \$75 per person price allowance			
Meals during travel Breakfast Lunch Dinner	\$25 per person price allowance				
	\$50 per person price allowance				
	\$100 - per person price allowance				
When pre-approved by Julie White, McCormick Associate Dean of Administration	\$150 - Per Person Price allowance (An exception form is always required)		Generally not allowable	NU Corporate Card	

Policy Exception is required when not in compliance with referenced guidance
 Reimbursement request should be submitted within 30days of expense date or last day of travel, if submission to McCormick Reimbursement Center exceeds 60-days a 90-day exception request is required