

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](#)
- [90-day & policy exception form](#)

**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	<b>Travel allowed with sponsored prior approval</b>		
	Business Class	For Flights <b>7+ hours</b>	Flight duration on confirmation.	<b>Not Allowable</b> (comparable economy flight cost is reimbursable)		
	First Class	Generally not allowable, exception required	Confirmation of free upgrade required	<b>Not Allowable</b> (comparable economy flight cost is reimbursable)		
	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		
Other Transportation	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		
	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		
Accommodations	Hotel/Airbnb	Reasonable, actual expense	Itemized receipt/folio with proof of payment	Same as non-sponsored	NU preferred travel agency: Egencia or Travel100 Group	
Fees -Various	Memberships	Reasonable, actual expense	Itemized receipt with proof of payment	<b>Not Allowable</b>	•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 <b>after</b> 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)	<b>Not Allowable</b>				
Meals, Other Group Activities <i>(see Spending Limits Guidelines)</i>	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	\$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		Guidance for meals in-town or while traveling using sponsored dollars or when selecting the expense reimbursement per diem method  Breakfast, lunch, dinner in town or while traveling domestically: <a href="#">Limits align with U.S. GSA guidelines</a>  Breakfast, lunch, dinner while traveling internationally: <a href="#">Limits align with the Department of State</a>
		Lunch	\$50 per person price allowance			
	Dinner (including faculty recruitment, etc.)		\$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	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.			
Meals during travel	Breakfast	\$25 per person price allowance				
	Lunch	\$50 per person price allowance				
	Dinner	\$100 - per person price allowance				
Special Faculty Recruitment / Fundraising	\$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