Northwestern
McCORMICK SCHOOL
OF ENGINEERING

Electrical Engineering & Computer Science
Reimbursement Request Form

Complete this form and submit to EECS main office staff (Your Divisions Program Assistant) along with receipts and other documentation.

Name & Employee or Student ID		Date	
Business Purpose	****Please detail how does your travel benefit the research you are working?**		

Special Comments and Notes:

(e.g., airfare was direct charged via Orbitz, conference fees were paid on a P-Card, some travel expenses were reimbursed by a third-party, etc.)

☐ Check this box if you are requesting per diem and the rate has been approved by your advisor/PI – Attached email confirmation from you advisor.

Chartstring

Fund	Department	Project	Amount

Required Supporting Documentation

Transportation
- Flight – Email confirmation for flight reservations and boarding passes
- Ground transportation – taxi, rail, shuttle service, and parking receipts
- Personal auto use – Google map showing route and mileage

Lodging
- Hotel – Final bill showing payment was made

Conference Registration
- Registration confirmation showing conference fee payment, name and dates of conference.

Meals
- Itemized restaurant receipt showing the items purchased. Tips are reimbursable.
- Include list of attendees and university affiliations for group meals.

Per Diem
- If you are requesting per diem, print the rate for your destination from http://www.gsa.gov/portal/content/104877.

Notes
- Receipts must be taped to blank paper. Receipts should not overlap and tape should not cover any ink as it makes the receipt unreadable.
- If receipts are in foreign currency, include a printout of the rate conversion and write the US dollar amount next to each receipt. Conversion calculator can be found at http://www.oanda.com/currency/converter/
- Retail sales tax is not reimbursable (e.g., sales tax at Target). Hotel and restaurant taxes are reimbursable.
- NU Travel Policy: http://www.northwestern.edu/uservices/travel/policies.html