

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
- BTN Index
- Spending Limit Guidelines
- 90-day & policy exception form
- Procurement and Payment Sys Policies and Reimbursements

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.  |  |
|   | Economy Class  | Reimbursable   | Premium / plus distinctions allowable within reason  | Travel allowed with sponsored prior approval   | •NU preferred travel agency: Egencia or Travel100 Group  |
|   | Business Class   | For Flights <u>7+ hours</u>  | Flight duration on confirmation.   | <b>Not Allowable</b><br>(comparable economy flight cost is reimbursable)   | •NU Corporate Card                                       |
|   | First Class  | Generally not allowable, exception required  | Confirmation of free upgrade required  | <b>Not Allowable</b><br>(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 Taxi/Uber/Car Service  | 300 miles or less from point A to B<br>Reasonable, actual expense  | Google map showing miles from point A to B<br>Itemized receipt, origin and destination   | Same as non-sponsored<br>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<br>Gas expenses cannot be reimbursed without proof of a rental car purchase  |  |
| Accommodations  | Hotel/Airbnb   | Reasonable, actual expense   | Itemized receipt/folio with proof of payment   | Itemized receipt/folio with proof of payment<br>Reimbursement amount should align with GSA or Business Travel News (BTN) Index   | NU preferred travel agency: Egencia or Travel100 Group   |
| Fees -Various   | Memberships  | Reasonable, actual expense   | Itemized receipt with proof of payment   | <b>Not Allowable</b>   |  |
|   | Publications Fees  | Reasonable, actual expense   | Itemized receipt with proof of payment   | Same as non-sponsored<br>Supply justification as to how the publication directly benefits the project it is being allocated to.  | •Direct billed via payment request<br>•NU Corporate Card |
|   | 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:<br>•A photo/scan of the conference name badge<br>•An email confirming attendance, something like "thank you for attending"<br>•Material provided only to attendees                |  |
|   | Club Memberships (e.g. social clubs)   | <b>Not Allowable</b>   |  |  |  |
| Meals, Other Group Activities (see Spending Limits Guidelines)  | 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<br>•Supply justification as to how the travel/conference/expense solely and directly benefits the project it is being allocated to. |  |
|   | In-Town Meals with visitors<br>Breakfast<br>Lunch<br>Dinner (including faculty recruitment, etc.)  | \$25 per person price allowance  | For Group Meals Include:<br>• List of Attendees<br>• Title<br>• Affiliation<br>• Itemized receipt with proof of payment<br>• 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  | NU Corporate Card  |
|   |  | \$50 per person price allowance  |  |  |  |
|   |  | \$100 per person price allowance   |  |  |  |
|   | NU Community - Two total events in the following categories each year.<br>Appreciation event<br>Holiday Staff Appreciation (not Chicago) | \$50 per person price allowance<br>\$75 per person price allowance   |  | Breakfast, lunch, dinner in town or while traveling domestically:<br><a href="#">Limits align with U.S. GSA guidelines</a>   |  |
|   | Employee Retreats  | See Spending Limit Guidance for details  |  | Breakfast, lunch, dinner while traveling internationally:<br><a href="#">Limits align with the Department of State</a>   |  |
|   | 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<br>Breakfast<br>Lunch<br>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<br>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