

## Travel Checklist

### ✓ AIRLINE TRAVEL

	Book <b>all</b> travel through NU travel services, regardless of whether airfare can be found more cheaply elsewhere. Northwestern University uses Egencia to book travel. Please contact Conrad ( <a href="mailto:conrad.vahlsing@northwestern.edu">conrad.vahlsing@northwestern.edu</a> ) to help get you set up in the Egencia system so that he can book travel for you. This will ensure that you do not end up holding the tab for expensive airfare (NU travel charges airfare to the chartstring that funds you): <a href="http://www.northwestern.edu/auxiliary-services/travel/index.html">http://www.northwestern.edu/auxiliary-services/travel/index.html</a>
	Boarding passes and proof of purchase <i>must</i> be provided
	International airline tickets (i.e. non-American) are <i>not</i> reimbursable expenses on sponsored* accounts

### ✓ CAR TRAVEL

	Costs for parking and moving violations are not reimbursable
	No reimbursement will be made for the cost of repairs to the vehicle or other such costs whether they result from the traveler's actions or the actions of others
	Include Travel Route documentation (MapQuest, Google Maps) if requesting mileage reimbursement

### ✓ MEALS

	Dinner reimbursements – up to \$65
	Breakfast/Lunch – must be of reasonable cost/actual cost
	Meal costs for spouses will not be reimbursed
	Alcohol is <i>not</i> reimbursable on sponsored* accounts
	All meal guests <b>must</b> be listed if you are hosting a meal.
	All meal receipts <b>must</b> be itemized

### ✓ RECEIPTS

	Do NOT staple receipts together; use paper clips or keep receipts organized in an envelope (etc.)
	If a receipt is missing, please attach a copy of your bank statement with the expense in question highlighted
	Expenses missing receipts may not be reimbursed!
	Fill out an Exception Report if you are missing a receipt and turn it in with the rest of your receipts (see link on page 2)
	Confirm that IL sales tax is excluded (if applicable)
	Foreign Currency documentation. Oanda is Northwestern University's preferred currency converter: <a href="https://www.oanda.com/currency/converter/">https://www.oanda.com/currency/converter/</a>
	Proof of payment/receipt for online purchases
	Ensure that expenses are within Travel Policy guidelines: <a href="http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf">http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf</a>

## Travel Information for ANSER Center members

---

- **When planning and booking your trip:**
  - Make sure to use the checklist above through all stages of the travel process.
  - ***Please purchase all travel tickets through NU Travel. Why?***
    - Federal regulations surrounding what kinds of tickets are and are not reimbursable are, in conjunction with the ongoing globalization of airline and other travel consortiums, complex enough that whether a travel expense is reimbursable is now something that ASRSP can only determine on a case by case basis, when they receive your receipts. This means that if you purchase tickets on your own, you **may not be reimbursed for them**.
    - NU Travel is equipped to navigate all regulatory and purchasing issues.
    - NU Travel will charge your funding chartstring directly, so you will *never* be responsible for bearing the cost of your tickets.
    - Although cost-saving practices are good in principle, in this case it is more important to ensure that NU pays for your travel; even if you find a cheaper ticket elsewhere, *buy through NU Travel*.
- **When submitting your expenses to the ANSER CENTER:**
  - Assemble all receipts and make photocopies for your own files.
  - Submit all receipt originals for each trip to Conrad ([conrad.vahlsing@northwestern.edu](mailto:conrad.vahlsing@northwestern.edu))
  - If a receipt is missing, fill out an expense exception report: [http://www.northwestern.edu/financial-operations/policies-procedures/forms/policy\\_exception.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/policy_exception.pdf)
    - Please note that filling out an exception report does **not** guarantee that an expense with a missing receipt will be reimbursed. It provides an explanation for why the receipt is missing, which will then help Accounts Payable/ASRSP to determine whether to reimburse you for the expense.
  - Please sign your expense report ASAP once Conrad has prepared it so that there are no delays in processing your reimbursement.
  - If you attended a conference to give a talk or present posters please include a conference schedule that shows your participation.
- **Important information/terms to know:**
  - **What is a “sponsored” grant/project?**
    - A sponsored project is a transaction in which there is a specific statement of work with a related, reciprocal transfer of something of value. *Any funding provided by U.S. government agencies, at the federal, state, or local level is treated as sponsored project funding.* Funding from voluntary health organizations or associations is usually treated as a sponsored project.
  - **What is a “reasonable” cost for breakfast/lunch?**
    - Reasonable cost depends on the location, currency exchange, etc. Ten dollars or less is the average, but there are exceptions. Please use your judgment.
  - **NU Travel Policy for further details:**

- <http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf>

Questions or concerns? Email Conrad at [conrad.vahlsing@northwestern.edu](mailto:conrad.vahlsing@northwestern.edu) or call him at 847-467-4910.