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.

<table>
<thead>
<tr>
<th>name &amp; employee or student id</th>
<th>date</th>
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</thead>
</table>

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.)

<table>
<thead>
<tr>
<th>chartstring</th>
<th>fund</th>
<th>department</th>
<th>project</th>
<th>amount</th>
</tr>
</thead>
</table>

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

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.

rev. 4/10/15