

Expense Report Documentation

To access the Travel & Expense website:
<http://cafe.northwestern.edu>

click on the top link:
ACCESS CAFE SYSTEMS

Under ALL USERS - click on

- NU Financials
- Employee Self Service
- Travel & Expense Center
- Create
- Add

Going somewhere fun? Want to stay longer?

When you book your trip (airfare), print a comparison itinerary to show the difference in cost and submit it with your travel receipts.

If your extended stay costs less, submit an itinerary showing the original business travel dates without the extended stay to show the difference in cost. *If your extended stay costs more*, be prepared to pay the difference.

Want to treat your colleague to a meal?

It's best to just buy your own meal. You run the risk of not being reimbursed for this kind gesture. Grants are very specific when it comes to travel expense reimbursement.

Travel Confirmations to Submit:

- Any prepaid travel should be listed on an expense report and should be listed as "non-reimbursable" (Detail tab)
- Flight: Boarding passes, any email confirmations for flight reservations (pre-paid or reimbursable)
- Taxi, Rail, Parking and Shuttle Service receipts (incl. tips)
- Personal auto use – submit map showing route/mileage (i.e., Google map) only your mileage is reimbursable
- Rental vehicle: include rental receipt for car and fuel exp

Conference Documentation

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

Lodging

- Submit hotel bill with your name on it (and credit card 4 digits) OR submit a credit card statement showing proof that you paid for the hotel stay.
- Many hotels will allow you to split the bill on two credit cards with your roommate.
- Hotel receipts can include expenses such as internet charges, telephone or meals; break out these expenses as separate line items as "Other Expenses".

Receipts for all meal purchases – Save ALL receipts

- Food –Itemized receipt required or submit the receipts you have for review and fill out an exception form
- Alcohol is not reimbursable in most cases and must be removed from reimbursable costs. For special circumstances, see your advisor or department office staff.
- Tips are reimbursable, submit the receipt showing the tip amount that was included with the meal.
- For a group meal, identify your portion of the meal & drink on the receipt and submit **only your** meal expense on your expense report, unless you have been authorized to pay for the entire group meal.
- Food purchased at a food store or airport store (e.g., Hudson News) is reimbursable, but tax is not.

Hosting/Recruiting

- Business Purpose: Faculty and Staff Recruitment should be used when requesting expenses for post-doc interviews.
- Group meal expense: Guest meal can be charged to a sponsored chart string, however, colleague expenses must be charged to a NON-sponsored chart string.

First Time Traveler with NU?

Sign up for NU financials security access before your first trip. Stop by the **ESAM** office for details.

Entering Expense Dates in NU Financials

- Expense Dates for Domestic or Foreign airfare is the first day of your flight (not the day you purchased your ticket)
- Conference Date is the first day you attended the conference

EXPENSE RECEIPTS – An Expense Receipt can be printed once you create and save your expense report the first time.

- All submitted receipts need to be submitted as 8 ½ x 11 pages. Your name, report #, employee id must be on each page.
- To save time writing this info on each page an expense receipt can be printed out once the report # is generated. Go to Printable View & click the "Expense Receipt" tab.
- Receipts that are smaller than 8 ½ x 11 can be taped on to an expense receipt. **Do not tape over any ink on the receipt, it fades quickly.**
- If you tape the receipts onto plain white paper, please write your Name, Employee ID, and Report # on **EACH** page that you submit (including the full-size pages, such as emails confirmations, hotel receipts, etc.)

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