

## 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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