

Biomedical Engineering Reimbursement Request Form

Complete this form and submit to BME office staff along with receipts and other documentation.

Name		Date	
Business Purpose			

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.)

Check this box if you are requesting per diem and the rate has been approved by your advisor/PI.

Chartstring

Fund	Department	Project	Amount

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/userservices/travel/policies.html>