Event/Meeting Reimbursement Procedure

All required documents should be consolidated into 1 PDF on each travel request. Documents required for reimbursement include:

- **BUSINESS PURPOSE OF THE EXPENSES** - what was the event for, what research/topics were discussed, and how did it benefit the attending individuals?

- **EVENT INVITATION** - include flyer, email or screenshot of announcement of the event or meeting.

- **ITEMIZED RECEIPTS** - purchased items listed separately on the receipt. Meal receipts should show food items that are purchased. Food for events/meetings should be no more than $15 per person including tax, tip and delivery fee.

- **PROOF OF PAYMENT** - required on all receipts, such as “Paid via Master Card xxxx-xxxxxxx-1234” or “Paid via PayPal”. If you cannot obtain a receipt with the proof of payment info, you need to send a copy of your credit card statement highlighting the charge (account number except last four digits and unrelated purchases should be redacted).

- **ADVISOR APPROVAL** - an e-mail from your Advisor stating what chartstring number to use for the expenses, or the balance of expenses after a travel grant is used. Approval is not needed for budgeted student group funding, such as CSSI, WiC & CSPAC. Bella Barrios can provide you with student group chartstring numbers.

- **GROUND TRANSPORTATION if applicable** - proof of payment, departure/arrival addresses, and business purpose of ride, such as “home to airport” or “hotel to restaurant” required on each receipt.

- **PERSONAL AUTOMOBILE MILAGE if applicable** - Google map, including the details of your route. Indicate on the document if it was 1 way or round trip. Mileage includes cost of gas.

- **LIST OF ATTENDEES** - first & last names for the event/meeting attendees. Friends, significant others, and children attending are not reimbursable for NU hosted events and should not be included in the list of attendees.

**Unallowable expenses**

- Gift cards
- Cash prizes
- Taxes not associated with Restaurant hosted meals (in person at location)
- Gifts, such as ‘going away’ presents, flowers, tokens of appreciation
- Alcohol
- Catering & meal expenses that exceed McCormick’s entertainment policy ‘per person’ dollar amount thresholds.