

Checklist for Expense Reimbursement

Please note, that NU is a tax-exempt organization, so taxes are generally not reimbursable.

Meals

- Business Purpose
 - Agendas, email correspondence, flyers, or invites. Include a short statement on how the meal is directly related to University Business.
- Attendees
 - Include the name, title and organization of each attendee.
- Itemized receipt (If missing, you may reach out to the restaurant to ask for it.)

Lab Supplies/Memberships

- Business purpose
 - Short statement indicating the business purpose, email correspondence, flyers or agendas. Include a short statement on how the meal is directly related to University Business.
- Itemized receipt
 - Showing proof of payment.

Software or Tech Purchases

- If purchasing a computer, computer parts or office needs (mouse, keyboard, screens), please contact IT beforehand (MCCIT@northwestern.edu)
- Itemized receipt
 - Showing payment method, and all purchased items.
- Business Purpose
 - Short statement, email correspondence, flyers or agendas. Include a short statement on how the meal is directly related to University Business.