McCormick Faculty Reimbursement Workflow

Steps to process and approve your expense report:

1. Simply fill out the Reimbursement Request Form, and then place the form, receipts, and any other supporting documentation into a plastic reimbursement envelope located in the department office near the faculty mailboxes. Put the envelope in the mailbox labeled for Faculty Expense Reports. The Reimbursement Center will pick up these envelopes Mondays, Wednesdays, and Fridays.

   ❖ If you would like to submit receipts electronically, email the scanned receipts to mccreimbursements@northwestern.edu, along with the business purpose, chartstring and any other details pertinent to processing a reimbursement request.

2. If needed, answer email questions from the Reimbursement Center staff for additional clarification or documentation.

3. Once your expense report has been prepared and submitted, you will receive a system-generated email from Peoplesoft. Open the email and click on the link to log in with your NetID. Review the electronic expense report approval page and click “approve” to verify the expenses.

4. Receive prompt reimbursement via direct deposit.

Steps to approve student expense reports:

1. Receive system-generated email to approve an expense report. Open the email and click on the link to log in with your NetID. Review the electronic expense report approval page and click “approve” to verify the expenses.

2. If changes are required, type a brief explanation into the “Comments” box towards the bottom of the page and click “Send Back.” The expense report is then rerouted to the student for revision.

McCormick Customer Service Center – Reimbursements Email: mccreimbursements@northwestern.edu