**Requesting Reimbursement:** The University exists to conduct teaching, research, and public service. Expenditures of University funds for travel must occur in furtherance of this mission, and a business purpose must exist for each instance of expenditure. Reimbursements to individuals will not be made prior to completion of travel and will be based upon Office and University guidelines, including the appropriateness of each expense transaction and sufficient documentation. A summary of guidelines is below, but is not meant to be inclusive and is subject to change. Questions regarding support and documentation of specific expenses should be directed in advance of the conference by emailing omereimburse@northwestern.edu.

The Augusta Webster, MD, Office of Medical Education (AWOME) will cover registration fees for up to $500 for one time travel within the U.S and an additional $750 for travel/meals.

Registration fees do not include pre-courses, break-out/specialty group sessions, etc., where an additional fee is required. It does not include registering for additional events where, although there is not a charge for the event, there is a required fee for the meal provided. Those expenses will not be reimbursed.

**Within 14 days of completing travel,** the traveler must submit an Expense Report and supporting documentation, including itemized receipts to omereimburse@northwestern.edu. The Office does not use a Per Diem rate for reimbursements (“daily allowable”). Those students previously reimbursed by the University may need to complete additional paperwork. If other documentation is needed this will be communicated to you.

Original itemized receipts must be submitted for all travel expenses including airline and rail, hotels, meals, automobile rental, and incidentals. The Office and University reserves the right to withhold reimbursement of expenditures lacking receipts and a valid reason for such an omission.

1) Please take care to ensure that all receipts are legible and well organized. We recommend taking a photo/scanning your receipts as soon as you receive them. **Purchases made using Venmo, Zelle, or any other app will not be reimbursed for any expenses.**

Please organize your receipts for reimbursement in the following order:
1) Conference registration fees
2) Airfare/baggage
3) Hotel/motel/airbnb (if there is more than one person in a room, the cost of the room should be shared equally with the other attendee(s))
4) Ground transportation
5) Itemized meal receipts.
   Please note: alcohol will not be reimbursed
   meals will only be reimbursed for you, not for any other individuals

Acceptable conference expenses include:

<table>
<thead>
<tr>
<th>Conference registration fee</th>
<th>Baggage fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation to and from the conference</td>
<td>Hotel Room/motel/airbnb</td>
</tr>
</tbody>
</table>
**Additional Details:**

**Travel:** Travelers should use the least expensive airfare, including non-refundable and penalty fares, based on a two-hour "window" on either side of their preferred departure or arrival times. Air carrier selection cannot be biased by the traveler's frequent flyer affiliation. The lowest cost air travel should take precedence.

**Hotel:** Travelers must book standard accommodations in reasonably priced, commercial class hotels, motels, or airbnbs. Travelers should ask for educational discounts where available. Travelers will be reimbursed for the reasonable and actual cost of lodging. If there is more than one occupant to a room, the cost should be split equally between all individuals. The Business Travel News Corporate Travel Index showing average negotiated hotel rates for the top 100 U.S. and international travel cities is available for reference on the NU Travel website at [http://www.northwestern.edu/auxiliary-services/travel/resources/rate_references.html](http://www.northwestern.edu/auxiliary-services/travel/resources/rate_references.html). To verify conference site hotel rate, include conference literature with the Expense Report when requesting reimbursement.

**Meals:** Travelers should use reasonably priced restaurants and dining rooms. Original itemized receipts must be submitted with the Expense Report when requesting reimbursement.

1) Breakfast and Lunch Allowable: For breakfast and lunch meals, the reimbursement policy is based on documentation of reasonable and actual expenses, supported by original itemized receipts.
2) Dinner Allowable: For dinner the maximum allowable is $40 and is based on documentation of reasonable and actual expenses, supported by original itemized receipts.
3) Alcoholic beverages will not be reimbursed.
4) The University will only reimburse the meals of the approved traveler. Purchases made using Venmo, Zelle, or any other app will not be reimbursed for any expenses.

**Conference Presentation Materials:** To print your poster, please place an order with Quartet Digital Printing. Please email Liza Rivnay to get the chart string. For security purposes, we cannot post it here. We recommend that you print your poster a few weeks before your conference as the queue can be long.

Once you receive a receipt from Quarter Digital Printing, please email it to Liza Rivnay and Suzanne Hodges. The cost of printing your poster is separate from your conference stipend.

**Completing the Expense Report:**

([http://www.northwestern.edu/financial-operations/policies-procedures/forms/visitors_exp_rpt.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/visitors_exp_rpt.pdf))

Fill in the following Expense Report fields:
1. Name
2. Address (current, local)
3. City, State, Zip
4. Phone
5. Date(s) of Travel
6. Business Purpose: AOSC travel to the _________________ conference, City, State
7. Explanation of Expense and Amount including Total Expense
8. Complete Visitor Certification Signature Section

Include receipts. Receipts should be taped in date order on 8.5 x 11 paper (single sided) and multiple receipts can be included on the same page.

To verify conference site hotel/motel/airbnb rate, include conference registration literature.

Attach receipts, conference literature and any notes to the Expense Report and submit the materials to omereimburse@northwestern.edu.

If necessary, you will be contacted with questions and/or to submit additional paperwork. The reimbursement request will then be reviewed by the Office of Medical Education and Accounts Payable. Accounts Payable reserves the right to question any expenses or documentation on the University’s behalf. Typically, once received by accounts payable, reimbursements are processed within 10 business days; this assumes all required documentation has been submitted.