

**NORTHWESTERN UNIVERSITY MATHEMATICS DEPARTMENT
REIMBURSEMENT REQUEST PROCESSING FORM FOR VISITORS**

NAME: _____

EMAIL: _____

HOSTING INDIVIDUAL: _____

**Where to charge? PLEASE HAVE YOUR HOST COMPLETE THIS SECTION.
NOTE: WE CANNOT PROCESS YOUR REQUEST IF THIS SECTION IS
INCOMPLETE.**

DISCRETIONARY ACCT: Name of Professor _____

GRANT ACCOUNT: Name of PI _____
Specify which Account, If PI has multiple accounts: _____

DEPARTMENT ACCOUNTS:
Please Specify Type of Reimbursement: _____

ANY SPECIAL NOTES? _____

**Expense Report Instructions: Please address the details below. Any missing
information can lead to a delay in processing your reimbursement.**

- Please fill out the following information on the attached form:
 - a) Name, Address, and Phone Number (where you would like the reimbursement sent)
 - b) Business Purpose
 - c) Inclusive Dates of Travel
 - d) Expense Items and amounts that are being claimed for reimbursement
(add explanations as necessary – amounts claimed must match receipts submitted)
 - e) Visitor Signature and Date
- Fill out the expense report detail form with an itemized list of each receipt submitted.
- Fill out the W-9 form if you are receiving a contractor fee, speaker fee, honorarium, or have received any payment (reimbursement or fee for services) from Northwestern University in the past 12 months.
- Submit all itemized and original receipts within 30 days. Any submitted documentation will not be returned. In the rare case that you are claiming an expense where a receipt was unavailable to obtain, please append an explanation to your reimbursement submission.
- Append foreign currency conversions where applicable. *For purchases in a foreign currency, please append currency conversion documentation (the rates should be those used at the time of transaction). A currency converter is available at <http://www.oanda.com/convert/fxhistory>. Alternatively, a credit card statement showing charges claimed is also acceptable.*
- If you are claiming mileage, please specify where mileage was incurred (from where, to where).
- Please submit a copy of your airfare receipt, even if you are not claiming it in the reimbursement. This is needed as per auditing requirements. (Please write “NOT CLAIMING” on the airfare receipt if you are not seeking reimbursement for your flight.)
- Send your forms and receipts to:

**Attn: Reimbursement Processing
Department of Mathematics
Northwestern University
2033 Sheridan Road
Evanston, IL 60208-2730**

Questions? Email finances@math.northwestern.edu.