NORTHWESTERN UNIVERSITY | OFFICE FOR RESEARCH

Travel Expense Report Quick Guide

BEFORE YOU SUBMIT

- Complete your expense report within 30 days of travel.
- Include the business purpose, event name, date, location, and agenda.
- Combine legible, itemized receipts and supporting documents into one PDF; place the agenda first.
- Arrange supporting documentation in the same order as the expense report lines.
- For mileage, include a Google Map showing start and end locations and number of miles.
- Use the date the expense was incurred; retain the myWallet default transaction date for Corporate Card charges.
- For group meals, provide attendee names and affiliations.
- Check the event agenda for meals provided before requesting reimbursement.
- Use receipts or per diem; do not use both on the same expense report.
- Include Key Travel lodging and airfare in supporting documentation; select “Pre-Paid by Northwestern.”
- List hotel meals on a separate expense line and deduct the amount from the hotel total.
- For expense reports 90 days or more after travel, or for missing receipts of $75 or more, obtain approval using the Expense Policy Exception Form. Upload the signed approval with supporting documentation.

DOMESTIC TRAVEL | COMMON EXPENSE TYPES & ACCOUNT CODES

Transportation — 76765

- Airfare, rail and rental vehicles
- Public ground transportation
- Private auto mileage, tolls and parking
- For gasoline, select Domestic Rental Vehicle

Lodging — 76766

- Domestic hotel / motel

Individual Meals & Incidentals — 76767

- Breakfast, lunch and dinner
- Domestic incidentals
- Domestic per diem

Group Meals — 76768

- Meals for multiple attendees
- Include names and affiliations
- Attach itemized receipts

Meeting & Conference Fees — 76777

- Meeting or conference registration fees
- Including personally paid registration fees

Professional Development — 76730

- Professional growth
- Individual memberships

Foreign Travel: Use the corresponding foreign expense type/account code, and include completed currency conversion documentation.

NOT LISTED? CONFIRM BEFORE SUBMITTING

Contact OR Financial Administration to verify the appropriate expense type, account code, and supporting documentation.

HELPFUL RESOURCES

- Submit Expense Report
- Expense Report Job Aids
- OR Finance Contacts
- Expense Policy Exception Form
- OANDA Currency Converter