

## Travel Reimbursement Guidance for Visitors

Please follow the guidance below to help us swiftly process your expense reimbursement from your visit to Northwestern. If you have any questions or need any assistance, please feel reach out to Erin Sazy or Laura Nevins.

### Keep your Receipts!

- All receipts should be itemized.
- All receipts should show proof of your payment.

### General Travel Policies:

- Airfares, Business or Premium Economy class airfare is not reimbursable.
- Hotels, Travelers must book standard accommodations in reasonably priced, commercial-class hotels and motels
- Transportation, Reimbursable ground transportation to or from a destination includes travel between hotels and railroad stations or airports, between appointments, or between hotels

### Expense Reimbursement

- All Expense Reports should be submitted within 30 days of your visit.
- Complete the Visitor Section of the Form included with your name, address, phone number, and dates of travel in the upper left. Then sign and date in the lower left where it says "Visitor: Certification Signature Required."
- Send PDF of completed form and receipts to Laura Nevins, [laura.nevins@northwestern.edu](mailto:laura.nevins@northwestern.edu)

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