

Reimbursement Request Processing Form for Visitors

Instructions:

- Fill out the following information on the Reimbursement Request Form
 - Name, Address, and Phone Number (where the reimbursement should be sent)
 - Business Purpose (for the expense)
 - Inclusive Dates of Travel
 - Expense Items and amounts that are being claimed in the reimbursement
 - Add explanations as necessary. Amounts claimed must match receipts.
 - Sign and date the form
- Fill out the Expense Report Detail form with an itemized list from each receipt.
- Fill out the W-9 form if you have received any payment (reimbursement or fee for services) from Northwestern University within the last 12 months or if you are receiving a contractor fee, speaker fee or honorarium.
- Submit all original itemized 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, please append an explanation to your reimbursement submission.
- Tape all receipts on all four sides to 8.5" x 11" white paper. Do not staple anything.
- 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 the transaction). A currency converter is available at <http://www.oanda.com/conver/fxhistory>. Alternatively, a credit card statement showing the charges claimed is also acceptable.***
- If you are claiming mileage, please specify where the mileage was incurred and print out a Google Maps directions page showing exact mileage for the trip.
- Send your forms and receipts to:

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Questions? E-mail s-kulanda@northwestern.edu