Travel reimbursement basics (can be adapted for dental insurance reimbursement)
Detailed instructions can be found in the Northwestern Knowledge Base.

General information:

- Note that you will need to save all receipts for items for which you plan to request reimbursement.
- You will also need to present proof, such as a copy of your conference badge or page from the conference program, that you attended the conference.
- Contact the IBiS Assistant DGS for the IBiS chart string, and your other funding sources for their chart strings. The IBiS ADGS will need to review and sign your report before submission.

Guidelines for reimbursement from IBiS:

- Apply to all possible funding sources, including: The Graduate School, the Lurie Cancer Center, your training grant (if applicable), your NU department, and conference travel grants.
- Refer to the conference website for accurate travel cost information.
- Try to minimize your travel expenses by using group shuttles instead of individual taxis and by sharing hotel rooms. *Please note:* reimbursement of hotel charges will be capped at $150/night, meals at $35/day. Costs exceeding these caps will be the responsibility of the traveler.
- Conference registration fee support will be limited to the cost of *early conference registration for members.*

Entering expense reports:

1. Log in to NUFinancials.
2. Select Expenses, then Create Expense Report.
3. Choose a Business Purpose from the drop down, then enter a Description.
4. Select Expenses Supervisor after clicking on the magnifying glass.
5. *Attach receipts and proof of attendance* (see General Information, above).
6. Select Accounting Defaults.
7. Enter Fund (3 digits), Dept (7 digits), PC Bus Unit (NWUNV), Project (8 digits, if necessary), and Activity ("01" if necessary).
8. Click Done.
9. Select Expense Report Action, then Add Expense Lines.
10. Enter Date expense was incurred, select Expense Type, enter Description, select Personal Credit Card, and enter Amount.
11. *If you need to change the default chart string information for a specific expense or expenses, you can do so in the Accounting field.*
12. Click Done.
13. In the upper right corner, click Save, click Review and Submit, click Budget Validation.
14. Click View Printable Report to print a copy if a signature is needed.
15. Click Submit.