This document highlights best practices regarding travel for business purposes. This is not an inclusive list and does not supersede University policy. For complete travel policies, see the University’s Travel Policy and Procedures [http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf).

30-Day Rule
All travel expenses should be submitted to your department administrator within 20 days of their occurrence in order to comply with the 30-day rule for SESP approval.

Proof of Conference Travel
Travelers must provide a conference flyer or informational pamphlet from the conference, which should include the name of the conference, date and location.

Conference Registration Fee
Travelers may directly bill registration fees to chart strings. Provide the registration form to your department administrator at least 2 months prior to travel. Inform the administrator to which account the fee should be charged.

Airfare
Travelers are strongly encouraged to use University preferred vendors for booking airfare. Directly charging your ticket to your chart string means no waiting until after travel for reimbursement. The University has 3 preferred travel agencies [http://www.northwestern.edu/uservices/travel/make_reservation/approved/](http://www.northwestern.edu/uservices/travel/make_reservation/approved/). Compass is the preferred online vendor [http://www.northwestern.edu/uservices/travel/make_reservation/compass/](http://www.northwestern.edu/uservices/travel/make_reservation/compass/).

Setting aside myths:
• Compass is much like the other online booking interfaces (i.e. Expedia, Travelocity)
• You can shop around for your preferred schedule and book the ticket yourself
• You can fly your favorite airline, use your frequent flyer number and get your miles
• Business class upgrades are only reimbursable for flights over 12 hours from gate to gate and require pre-approval

Lodging
Travelers will be reimbursed for the reasonable and actual cost of lodging up to the average loading rates as determined by Business Travel News Corporate Travel Index [www.businesstravelnews.com](http://www.businesstravelnews.com).

Meals
The itemized bill and proof of payment (i.e., credit card receipt) must be submitted. Breakfast and lunch meals should be reasonably priced. Dinners are reimbursable up to $65 per person (including tax and tip). If traveler pays for colleagues from another institution, a list of guests and job titles must be submitted.

Car Rental
University discounts are available [http://www.northwestern.edu/uservices/travel/car_rental/](http://www.northwestern.edu/uservices/travel/car_rental/). Travelers will not be reimbursed for insurance purchased from domestic or Canadian rental agencies. For international rental, coverage must be purchased and travelers will be reimbursed. Mileage is not reimbursable for car rental. Fuel expenses are reimbursable.

Private Automobile Transportation
If traveler elects to drive vehicle and is seeking mileage in lieu of airfare, reimbursement is limited to the lesser cost of the two. The rate of reimbursement (see University policy for current rate) covers all fuel, maintenance, insurance, transportation and operating costs. Tolls and reasonable parking expenses are reimbursable.

Currency Conversion
For international travel, original itemized receipts should be accompanied by documentation of the exchange rate. The currency converter is available at [www.oanda.com/currency/converter/](http://www.oanda.com/currency/converter/). Submit a printout of the currency conversion for each travel expense, with the exact purchase date selected. Alternatively, the traveler may submit a credit card statement listing all reimbursable travel expenses.

Travel Expenditures Not Reimbursable by the University
See list on pages 23-24 in the University’s Travel Policy and Procedures (last revised 6/27/11).