

44th Midwest Probability Colloquium Reimbursement Information

Reimbursement will be made to the person who made the purchase. Outside arrangements to share/split costs cannot be honored.

All receipts must show proof of payment. Hard copy or electronic receipts must detail the vendor name, date of purchase, payment method (credit card/debit card with last 4 of account), and charge total.

Visitor expense reports and their accompanying documents must be submitted within 30 days of the conference conclusion to ensure reimbursement.

- Flight Transportation: Airline receipts must include the full itinerary, payment method, and date of purchase. Include your boarding passes as well. If you did not use a U.S. carrier, let the faculty sponsor know as soon as possible.
- Ground Transportation: Taxi receipts or ride-share confirmation emails detailing route and method of payment are required for reimbursement.
- Alcohol & Food: **Alcohol and food items are not allowable expenses.**
- Currency Conversions: Any trips that occurred outside of the US require currency conversion. Use the following site: <http://www.oanda.com/convert/fxhistory>.
- Mileage: Specify where the mileage was incurred. Send a confirmation from Google Maps to ensure the mileage claimed is appropriate. Maximum mileage reimbursement is 600 miles total for the round trip journey.
- Lost/Missing Receipt: If you do not have an itemized receipt for a purchase under \$40.00 you would like to expense, please include a printout of your debit/credit card statement and note the expense in your email when you send your documents.

Unsure or want to clarify something? Provide a detailed explanation if you feel an expense needs justification. Your notes will help us to properly submit your expenses for reimbursement.

Submission Steps:

- Match receipts to expense report totals. The receipts provided should match the totals claimed on the expense report form.
- Send electronic or emailed receipts and invoices as PDF pages.
- Please send travel and lodging receipts as full-page PDFs.
- Try to fit as many small, physical receipts on one page. Group receipts chronologically.
- Keep itemized receipts with the debit/credit card receipts (where applicable).
- If any invoices are double sided, photocopy the backside so that the invoice is one-sided.
- Email the expense report to Rachael Dunphy at rachael.dunphy@northwestern.edu.