

## MCC Customer Service Center Reimbursement Quick Guide

**How to minimize processing time:**

**Provide your business purpose; it is always required.**

Submit itemized receipts in English or with translation.

Submit receipts within 30 days of your return date.

When traveling, consider requesting Per Diem instead of providing meal receipts.

Be cognizant of policy and submit justifications for exceptions.

**Reference Links:**

[Travel and Entertainment Guidelines](#)

[McCormick Entertainment Guidelines](#)

[GSA Per Diem Rates](#)

**Business purpose categories:**

Attending a Conference

Seminar Series Speaker

Faculty Recruitment Visit

Research Collaboration Meeting

Category	Item	Policy Allowance	Documentation Required	If Using A Sponsored Chartstring	Preferred Payment Method
Airfare	All Classes		Detailed carrier confirmation or receipt showing that the traveler incurred the cost.	Generally international carriers are unallowable.	NU preferred travel agency: Egencia or Travel100 Group
	Economy Class	Reimbursable	Premium / plus distinctions allowable within reason	<b>Travel allowed with sponsored prior approval</b>	
	Business Class	For Flights 7+ hours	Flight duration on confirmation.	<b>Not Allowable</b> (comparable economy flight cost is reimbursable)	
	First Class	Generally not allowable, exception required	Confirmation of free upgrade required	<b>Not Allowable</b> (comparable economy flight cost is reimbursable)	
	Flight Credits	Reasonable, actual expense	Need proof of initial purchase if seeking reimbursement	Contingent on award guidance - this may not be allowable on sponsored funding	
Other Transportation	Private Vehicle Taxi/Uber/Car Service	300 miles or less from point A to B Reasonable, actual expense	Google map showing miles from point A to B Itemized receipt, origin and destination	Same as non-sponsored Same as non-sponsored	
	Rental vehicle	MCC Recommendation: commercial rental vehicles should not be used if less expensive transportation is available.	Itemized receipt showing all fees and insurance coverage; justification for rental instead of taxi etc.	Same as non-sponsored	
Accommodations	Hotel/Airbnb	Reasonable, actual expense	Itemized receipt/folio with proof of payment	Same as non-sponsored	NU preferred travel agency: Egencia or Travel100 Group
Fees -Various	Memberships	Reasonable, actual expense	Itemized receipt with proof of payment	<b>Not Allowable</b>	Direct billed via payment request or NU Corporate Card - please contact your department
	Publications Fees	Reasonable, actual expense	Itemized receipt with proof of payment	Same as non-sponsored Supply justification as to how the publication directly benefits the project it is being allocated to.	
	Conference Registrations	Registration reimbursement allowed <u>after</u> conference takes place	Provide either: registration confirmation, flyer, itinerary confirming conference/meeting dates.	Proof of attendance is required, provide either: •A photo/scan of the conference name badge •An email confirming attendance, something like "thank you for attending" •Material provided only to attendees	
	Club Memberships (e.g. social clubs)	<b>Not Allowable</b>			
Meals, Other Group Activities	Collaboration Visits (NU Faculty travel outside of NU)	Same as other travel guidance	Email invitation and/or brief description confirming dates of visits, research topic(s), attendee details (or comparable documentation)	•Email invitation and/or brief description confirming dates of visits and the business purpose •Supply justification as to how the travel/conference/expense solely and directly benefits the project it is being allocated to.	NU Corporate Card
	In-Town Meals with visitors		For group meals include: list of attendees, title, affiliation, Itemized receipt with proof of payment, agenda/flyer, and itinerary for meals related to recruitment visits When requesting per diem, location is required for appropriate GSA lookup.	same as non-sponsored	
	Breakfast & lunch	\$38 - per person price allowance			
	Dinner (including faculty recruitment, etc.)	\$90 - per person price allowance			
	NU Community				
	Appreciation event (2X year per unit)	\$30 - per person price allowance			
	Organization meetings	\$15 - per person price allowance			
Meals during travel	Breakfast and lunch per person allowance is determined by the GSA per diem daily rates for the location expense occurred.  \$90 - Dinner per person price allowance				
<i>When pre-approved by Julie White, McCormick Associate Dean of Administration</i> Faculty Recruitment / Fundraising	\$130 - Per Person Price allowance (An exception form is always required)		Generally not allowable	NU Corporate Card	

Policy Exception is required when not in compliance with referenced guidance

Reimbursement request should be submitted within 30days of expense date or last day of travel, if submission exceeds 60-days a 90-day exception request is required