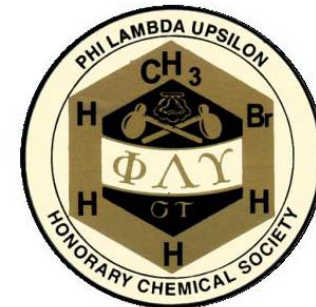


PLU Alpha Gamma Chapter Travel Grant Reimbursement Instructions

Updated March, 2009

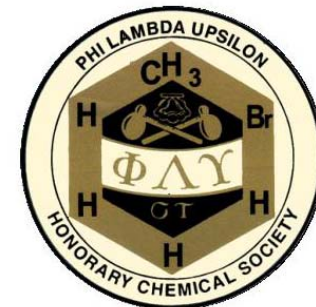


Overview



- All travel and expense forms are submitted online through Northwestern's Project Café system. For assistance, contact the NUIT help desk at 1-4357, ext. 2.
- Complete instructions for entering a report are available online at <http://cafe.northwestern.edu/training/materials.html>
 - Scroll down to the "Expenses" section and select the "Entering an Expense Report" pdf instruction
- The following pages will show you how to indicate that you've received a PLU travel grant and what information the PLU treasurer needs from you before you are reimbursed.
- If a PLU travel grant is your only source of reimbursement, you should not submit an online expense report but instead fill out the forms provided on pages 5-7 of these instructions.

Expense Report



Expense Report Detail

David Wong

[User Defaults](#)

Report ID: 000000XXXX EmpID: 8675309

General Information

Description: Styx Conference

Business Purpose: Research Meeting

Status: Submitted

Default Location:

Comments

Reference:

Accounting Defaults

More Options:

Details

[Customize](#) | [Find](#) | [View All](#)

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type
Domestic Airfare	12/02/2008	100.00	USD	Cash	
Membership Dues	12/03/2008	150.00	USD	Cash	

Totals

Employee Expenses:	250.00 USD	Due Employee:	
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Check Budget](#)

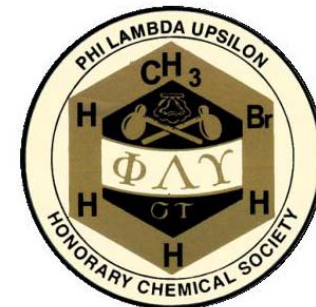
Budget Checking Status: **Valid**

[Definition of Totals](#)

1. Deduct the grant amount from one of the expense lines (ie. airfare or registration fee). For example, if your flight cost you \$300, enter in \$100 instead (assuming \$200 PLU travel grant).

2. Explain this deduction in the comment box at the top of the expense form:
"received outside funding in the amount of \$200 (PLU travel grant) and have deducted this from my airfare (or whichever expense you deduct from) as indicated on my receipt"

Expense Receipts



NORTHWESTERN UNIVERSITY
Expense Receipts

000000XXXX

David Wong

Employee ID: 8675309

Please attach receipts below:

3. Indicate the deduction on the appropriate receipt taped to your expense receipt form:
Subtract \$200 (make note that this is from a PLU travel grant) from the receipt total and circle the new claimed total.



Record Locator: RARRR

Itinerary

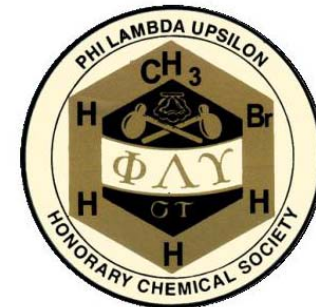
Carrier	Flight Number	Departing		Arriving		Booking Code
		City	Date & Time	City	Time	
AA American Airlines	333	CHICAGO OHARE	FRI 02 DEC 3:00 PM	LAS VEGAS	4:40 PM	N
	David Wong		FF#:	Economy	Seat 13F	Food For Purchase
AA American Airlines	222	LAS VEGAS	FRI 09 DEC 7:00 AM	CHICAGO OHARE	12:20 PM	N
	David Wong		FF#:	Economy	Seat 17B	Food For Purchase

Receipt

PASSENGER	TICKET NUMBER	FARE-USD	TAX	TICKET TOTAL
DAVID WONG	00XXXXXXXXXX	295.00	5.00	300.00
Payment Type: Visa XXXXXXXXXXXXXXX3210				Total: \$300.00

-200 (PLU Travel Grant)
100

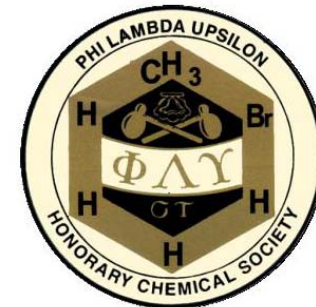
Reimbursement



Submit a copy of your Expense Receipts Form(s) and a **SIGNED** copy of your Expense Report to the PLU Treasurer (original copies are submitted to the Business Office) by the first day of the quarter immediately after travel is completed (or within seven days of completing travel, whichever is later). You will receive a check within one week of submitting your forms.

The following instructions are for those whose only form of reimbursement is a PLU travel grant.

PLU Travel Expense Form



Provide the following information to receive reimbursement for travel from PLU. Use this form only if PLU is your sole form of reimbursement. Otherwise you must submit an online travel expense form (see pgs. 1-4).

Name: _____ Research Group: _____

Destination: _____ Conference: _____

Conference Dates: _____ Presentation Type: _____

Travel Grant (circle one): local (\$200) or international (\$500)

Expense Type	Purchase Date	Payment Type	Cost
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I certify that I have paid out these amounts for University-related activities in accordance with University policies and procedures, and that I have not previously received nor will I receive separate reimbursement from Northwestern University or any other entity for any charge I am submitting on this form.

Total from this page: _____

Total from next page: _____

TOTAL EXPENSE: _____

Student Signature

Date

I certify that these expenses were incurred for University-related activities and approve them as proper charges to PLU accounts.

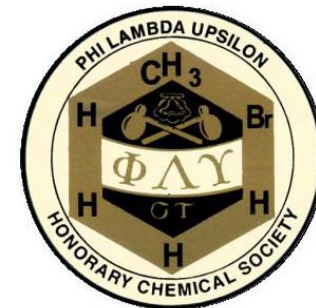
Total requested from PLU: _____

Approved By (print name)

Signature

Date

PLU Expense Receipts Form



Tape all original itemized receipts for listed expenses here. Use additional paper if necessary. Submit this PLU Expense Receipts Form, and the **SIGNED** PLU Travel Expense Form to the PLU treasurer by the first day of the quarter immediately after travel is completed (or within seven days of completing travel, whichever is later). You will receive a check within one week of submitting your forms.