



# NU Travel Checklist

## Before your NU Travel...

- Travel reimbursements will not be processed until after the trip is completed. Use your corporate card or talk to your grant administrator about paying for travel up front.
- All flights, hotel reservations, rental cars, train and bus fares should be booked through Northeastern’s travel agency, Egencia <http://www.northeastern.edu/travel/travel/egencia/> whenever possible. If you do not use Egencia, be prepared to provide a reason why not.
- Download and print the appropriate tax-exemption form for the state you will be travelling to, if applicable. <http://www.northeastern.edu/ap/taxexemptforms/>
- Input your information in My Travel Plans on MyNEU. This is **REQUIRED** for international travel and recommended for domestic travel. This will allow the university to provide you with emergency assistance, local health care referrals and assistance replacing lost travel documents.
- Always talk to your grant administrator before booking any **INTERNATIONAL** travel. Additional regulations apply.

## During your NU Travel...

- As a non-profit organization, Northeastern is tax exempt. You will not be reimbursed for any sales tax paid. The university’s tax exempt number should be on your corporate Amex card. If using a personal card, present your NU ID and the ST-2 Certificate of Exemption. <http://www.northeastern.edu/ap/pdfs/mass-st2-cert.pdf>
- When renting a vehicle, do not purchase additional insurance. If the reservation was made through Northeastern, you are covered under the university’s insurance policy.

## After your NU Travel...

- Please provide all documentation and explanations listed in the checklist in a timely fashion. All reimbursements should be submitted within one month after travel is completed.
- Receipts are **REQUIRED** for expenses over \$75.00 but you are strongly encouraged to provide receipts for all expenses.
- Reimbursements typically take at least two weeks to process.

## Travel Checklist

### Flight

- \_\_\_\_\_ Itinerary which shows dates and locations, economy class, method of payment
- \_\_\_\_\_ Boarding passes
- \_\_\_\_\_ Checked bag receipts

### Hotel/Accommodations

- \_\_\_\_\_ Itemized receipt, if you paid in advance, ask for a receipt at checkout

## QuickCard: NU Travel Checklist

### Meals

- \_\_\_\_\_ Itemized receipts of all food purchases, may **NOT** include alcohol
  - \_\_\_\_\_ If you paid for anyone else's food, list of other people and their affiliations
  - \_\_\_\_\_ Reason for charging meals to the grant
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### Conference Registration

- \_\_\_\_\_ Registration receipt
  - \_\_\_\_\_ Conference program
  - \_\_\_\_\_ Conference badge with your name
  - \_\_\_\_\_ Name, location, date, and purpose of conference. How did your attendance benefit the grant?
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- \_\_\_\_\_ Did you present? Y N
  - \_\_\_\_\_ If Yes, Title of paper \_\_\_\_\_

### Transportation

- \_\_\_\_\_ Rental car/taxi/bus/gas/etc. receipts

## Getting Help

### Northeastern University Research Enterprise Services (NU-RES)

Research Finance (Post-Award) Email: [post-award@listserv.neu.edu](mailto:post-award@listserv.neu.edu)

Contact Webpage: <https://research.northeastern.edu/nu-res/contact/>

### Relevant Northeastern Policies:

[Policy on Travel & Expense Reimbursement](#)

[Policy on International Travel](#)