

NU Travel Checklist



Northeastern University
Office of Research Administration
and Finance

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

Office of Research Administration & Finance (ORAF)

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

Contact Webpage: <http://www.northeastern.edu/research/raf/contacts/>

Relevant Northeastern Policies:

[Policy on Travel & Expense Reimbursement](#)

[Policy on International Travel](#)