Visitor's Expense Report

An electronic VER is available, see the Online Voucher in the NUPortal

NORTHWESTERN UNIVERSITY

Department:	**Request #:**
Dept Code:	
Request Date:	
Dept. Contact:	**Voucher #:**
Phone:	**Visitor**
Email:	**Vendor Code:**

Visitor Name:	**Business Purpose:**
Address:	
City, State ZIP:	
Phone:	

Date(s) of Travel or Expense   From: To:

Expense Item	Description, Documentation Requirements	Explanation of Expense			Amount
Air	Coach rate; attach original passenger receipt				
Rail	Attach original passenger receipt				
Ground Transportation	Taxi, etc., attach original receipts and include tip				
Automobile	*Enter Mileage incurred on or before 12/31/13:* *Enter Mileage incurred on or after 1/1/2014:*	@ 0.565 per mile: @ 0.560 per mile:	*Parking Total:*	*Tolls Total:*	
Other Transport	Rental car, etc.				
Hotel Room & Tax	Attach original hotel voucher				
Meals	Attach original receipts, dinners may not exceed $65 per night, incl. tax and tip				
Incidentals	Attach original receipts, gratuities & other misc. items				
Non-travel Expense #1					
Non-travel Expense #2					
Non-travel Expense #3					

Total Expense

_____

Date

_____

Visitor Signature

NORTHWESTERN UNIVERSITY USE ONLY **Chartstring Distribution**

Fund	Department	Project	Activity	Program	CF1	Account	Amount

Dean or Supervisor Area(s) Approval Required

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

Print Name(s)	Signature(s)	Date

Revised 1/1/2014