

## SEMINAR REIMBURSEMENT

Thank you for visiting the Department of Economics. Please follow these guidelines and fill out the appropriate forms for reimbursement.

1. Fill out the [Visitor's Travel Expense Report](#). Please print, sign, date and scan.
2. If you are a U.S. citizen or resident, please complete an Internal Revenue Service W9 [Request for Taxpayer Identification Number and Certification form](#). Even though expense reimbursements are not reportable as income to the IRS, federal regulations require that all payments are associated with a social security number or a tax identification number (TIN).
3. Include all of your receipts. Please note the following:
  - Only airfare and ground transportation\* will be reimbursed. Food and beverage purchases are not reimbursable.
  - Submit airfare ticket/receipt and, if available, your boarding passes. Please make sure the airfare receipt or e-ticket confirmation indicates the amount paid, the date, and the form of payment used. Only economy airfare will be reimbursed.\* Limousine service and premium services for Uber and Lyft will not be reimbursed.

***All reimbursement claims must be submitted within 90 days of travel.***

**Please email forms and scanned receipts to John Affrunti at [econ-financial@northwestern.edu](mailto:econ-financial@northwestern.edu)**

If you prefer to send by mail, the address is:

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Please contact John with questions:

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