

CONFERENCE REIMBURSEMENT

Thank you for visiting the Department of Economics. Please follow these guidelines and fill out the appropriate forms for reimbursement. **Note that we only accept wet signatures or certified digital signatures.**

1. If you are a 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). If you are not a U.S. citizen or resident, please ignore this form.
2. Please fill out the [Visitor's Travel Expense Report](#).
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.*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 receipts to John Affrunti at j-affrunti@northwestern.edu

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

John Affrunti
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Northwestern University
2211 Campus Drive
Evanston, IL 60208

Please contact John with questions:

j-affrunti@northwestern.edu

(847) 491-5277