

## Please read this before filling in the reimbursement form!

- Please put “**Midwest Dynamical Systems**” under “Hosting Individual.”
- Make sure your full name, email address and mailing address are typed or written clearly. Please also ensure that you have signed the bottom left hand corner in the Visitor’s Signature space. We cannot process your reimbursement without this.
- You only need to fill in the W-9 form if you are a US citizen or permanent resident and only if you have received a payment from Northwestern University in the past. Please be sure to fill in the section on “Any Special Notes” as instructed above so that it will be clear whether a W-9 is needed or not.
- Receipts: All receipts need to show actual payment (not just confirmation of air tickets or hotels). Air travel receipts need to show travel class (economy, coach, etc.). This may require a receipt and separate itinerary. Please do not include meal receipts. Reimbursements will cover travel and lodging only.
- If you are claiming mileage, please include the exact from-to address. If you shared car travel with another participant, please include that information, including the name(s) of others with whom you traveled. (Please note if mileage one way is over 300 miles, we will pay the lesser of that mileage or an equivalent round trip flight. This can be modified for more than one participant per car).
- Forms should be returned to [deavon.mitchell@northwestern.edu](mailto:deavon.mitchell@northwestern.edu) or [finances@math.northwestern.edu](mailto:finances@math.northwestern.edu) within 30 days. Forms can be scanned and emailed as long as scans are legible PDFs; this is the preferred method of reimbursement submission. Forms can also be mailed to the address on the form.

**NORTHWESTERN UNIVERSITY MATHEMATICS DEPARTMENT  
REIMBURSEMENT REQUEST PROCESSING FORM FOR VISITORS**

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOSTING INDIVIDUAL: \_\_\_\_\_

ANY SPECIAL NOTES?: \_\_\_\_\_

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**Expense Report Instructions: Please address the details below. Any missing information can lead to a delay in processing your reimbursement.**

- Please fill out the following information on the attached form:
  - a) Name, Address, and Phone Number (where you would like the reimbursement sent)
  - b) Business Purpose
  - c) Inclusive Dates of Travel
  - d) Expense Items and amounts that are being claimed for reimbursement  
*(add explanations as necessary – amounts claimed must match receipts submitted)*
  - e) Visitor Signature and Date
- Fill out the expense report detail form with an itemized list of each receipt submitted.
- Fill out the W-9 form if you are receiving a contractor fee, speaker fee, honorarium, or have previously received any payment (reimbursement or fee for services) from Northwestern University.
- Submit all itemized and original receipts within 30 days. Any submitted documentation will not be returned. In the rare case that you are claiming an expense where a receipt was unavailable to obtain, please append an explanation to your reimbursement submission.
- Append foreign currency conversions where applicable. *For purchases in a foreign currency, please append currency conversion documentation (the rates should be those used at the time of transaction). A currency converter is available at <http://www.oanda.com/convert/fxhistory>. Alternatively, a credit card statement showing charges claimed is also acceptable.*
- If you are claiming mileage, please specify where mileage was incurred (from where, to where).
- Please submit a copy of your airfare receipt, even if you are not claiming it in the reimbursement. This is needed as per auditing requirements. (Please write “NOT CLAIMING” on the airfare receipt if you are not seeking reimbursement for your flight.)
- Send your forms and receipts to:

**Attn: Reimbursement Processing  
Department of Mathematics  
Northwestern University  
2033 Sheridan Road  
Evanston, IL 60208-2730**

Questions? Email  
[finances@math.northwestern.edu](mailto:finances@math.northwestern.edu)

Last update: 11/2/2016

# Visitor's Expense Report

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

# Northwestern

Department: MATHEMATICS  
 Dept Code: MAT  
 Request Date:  
 Dept. Contact: Deavon Mitchell  
 Phone: 847.491.8017  
 Email: deavon.mitchell@northwestern.edu

Request #:  MAT52113414  
 Voucher #:  
 Visitor  
 Vendor Code:

## VISITOR: Please Complete this Section

Business Purpose: \_\_\_\_\_

Original receipts must be submitted for all claimed expenses

Expense Item	Date(s) of Travel or Expense	From:	To:	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 12/31/2017: Enter Mileage incurred on or after 1/1/2018:	@ 0.535 per mile: \$0.00 @ 0.545 per mile: \$0.00	Tolls Total: \$0.00
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						

## VISITOR: Certification Signature Required

I certify that I have paid out these amounts for University-related activities in support of the business purpose listed and in accordance with University policies and procedures, that sponsored project expenses contain no charges for alcoholic beverages or other unallowable items, and that I have not previously received nor will I receive separate reimbursement from Northwestern University or any other entity for any charge I am submitting on this form.

Date \_\_\_\_\_

Visitor Signature \_\_\_\_\_

Total Expense \$0.00

## 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.

Date \_\_\_\_\_

Print Name(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>	
[ ]	[ ] - [ ] - [ ] [ ] [ ] [ ] [ ]
<b>or</b>	
<b>Employer identification number</b>	
[ ]	[ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.