

# MMM Program

## Reimbursement Policies and Procedures

1. Student purchases must receive pre-approval from the MMM administrative staff.
2. Please plan ahead, and consult with MMM administrative staff to make your purchase through the University purchasing systems instead of from your personal funds whenever possible.
3. Northwestern University is tax exempt. Please use a Tax Exempt One-Time Use Letter each time you make a purchase to ensure you are not being charged for exempt taxes. The MMM Associate Director or Program Assistant must sign the tax-exempt letter before use. Please note that there are a few exceptions to tax exemption, including hotels and restaurants. If you have any questions about whether a purchase is tax exempt, please contact the MMM Program Assistant for assistance. **If you are charged for taxes in which the University is exempt from paying, you will not be reimbursed for the tax amount paid.**
4. A W-9 form will need to be completed before any reimbursements can be issued. It is recommended that you complete and submit your W-9 prior to incurring any expenses in order to expedite the reimbursement process.
5. Fill out the following information on the Visitor's Expense Report:
  - Name, Address, and Phone Number;
  - Business Purpose (e.g. "Integration Project – Nissan site visit on June 21," or "MMM SEC dinner);
  - Inclusive dates of travel (if applicable);
  - Expense items and amounts that are being claimed. (Add detailed explanations).
  - Sign and date under the "Visitor: Certification Signature Required" box.
6. Tape all original receipts (on all four sides) to 8.5"x11" white paper.
7. Submit all original, itemized receipts within seven business days. Submitted documentation will not be returned to you. Please make copies for your records.
8. If the expense is for a restaurant meal or ticketed activity (such as dinner, show, or sporting event), a list of participants and their relationship to the University must accompany your documentation.
9. If you are claiming mileage, please specify where the mileage was incurred and provide a Google Maps directions page showing exact mileage for the trip.
10. Drop off or send your forms, original receipts, and any appended documentation to:

MMM Program Assistant  
2133 Sheridan Road 3.320  
Evanston, IL 60208