

Key Changes to Northwestern Travel and Entertainment Policy

(effective March 1, 2024)

- Removed references to specific dollar amount limits in the policy document
 - Dollar amount limits are now included on a separate web page:
 - [Northwestern spending limit guidelines](#)
 - This will allow us to more easily update policy limits in the future when appropriate
- Aligned receipt requirement with IRS guidelines
- Clarified policy exception process
- Clarified 90 day policy process
- Clarified process for expenses in foreign countries when a currency conversion form is needed
- Reference to travel advances has been added back to the policy
- Clarified requirements for the use of non-conventional lodging
- Included reminder that food at meetings is allowed for occasionally
- Moved retreats from appreciation event section to departmental meeting section
- Clarified when reimbursement for parking in Chicago is allowed
- Removed specific reference to 2-3 person limit for in-town meals
- Other minor formatting and clarifications

Refer to the [Travel and Entertainment policy](#) for more information.