

# Northwestern | Biotechnology Training Program

## Trainee and Cluster Spending 2022-2023

### **Biotechnology Training Program Trainees: Travel reimbursement and spending should be completed by June 1, 2023**

#### **Trainee Purchases (ChBE Department)**

- Assign cart to William Chaussee (iBuy NU only).
- Create a PDF of your order/cart/quote (iBuy NU or otherwise).
- Send an email to [william.chaussee@northwestern.edu](mailto:william.chaussee@northwestern.edu) requesting approval of the purchase also including the above PDF.

#### **Trainee Purchases (Department Outside of ChBE)**

When placing an order, you should default to the process used by your home department. Please reach out to Will Chaussee for the appropriate chartstring to use and for approval of the purchase.

#### **Allowable Expenses (not a complete list):**

- Lab supplies/chemicals/reagents
- Biotech conference (AIChE, WBC) Travel: funds can be used for travel to internships, or travel to biotechnology related conferences. You can be reimbursed for your air travel, taxi, lodging, meals, and registration fees.\*Membership dues can be reimbursed if: 1) the membership is necessary for you to attend/present at the conference, or 2) if the cost of purchasing a membership results in a larger decrease in the registration than the cost of the membership itself. Otherwise, membership dues are unallowable.
- Computers/Laptops: to use while training at NU
- Software (Prism, GraphPad, SPSS)

**Unallowable expenses (not a complete list):** Airfare upgrades, Alcohol, Commuting between home and campus, Passports, vaccinations, Visas, Personal Entertainment and Travel Insurance

### **TGS Cluster Members: Travel reimbursement should be completed by August 15, 2023**

Please reach out to Will Chaussee ([william.chaussee@northwestern.edu](mailto:william.chaussee@northwestern.edu)) for chartstring and process for reimbursement.