Department of Chemistry Travel Policy

Policy for Postdocs and Research Staff

Postdocs and research staff must receive approval from their PI's before grant funds can be used to purchase airline tickets through NU's approved travel agencies. The travel must be research-related if purchased using grant funds.

Request process:

- Send an email to your PI requesting approval and copy the PI's program assistant and Ann Wheatley (a-wheatley@northwestern.edu)
- Email subject line: "Travel Request Approval: <Group Name>" (e.g. Ratner Group)
- Email message: You must include the travel dates, destination and purpose of the trip.
- If PI grants approval, you may proceed with purchasing the flight using a chart string.

Policy for Graduate Students

Graduate students must receive approval from their PI's if airline tickets will be purchased or reimbursed using grant funds. The travel must be research-related in order to be purchased or reimbursed.

Request process:

- Send an email to your PI requesting approval and copy the PI's program assistant and Ann Wheatley (a-wheatley@northwestern.edu)
- Email subject line: "Travel Request Approval: <Group Name>" (e.g. Ratner Group)
- Email message: You must include the travel dates, destination and purpose of the trip.
- If PI grants approval, you can purchase the flight and request reimbursement or ask the program assistant if he/she can book your travel through one of NU's approved travel agencies. **Please note that program assistants are not required to book your travel; they may request that you book your own travel and submit documentation for reimbursement.**

Policy for Staff

All work-related travel must be approved by your supervisor (Danny Fisher, Ann Wheatley or Jill Johnson) before travel arrangements are made.