TRAVEL AND ENTERTAINMENT
*Please contact Annesia Sin for additional guidance: annesias@seas.upenn.edu

Penn Travel and Entertainment Reimbursement Policies:

Individuals traveling and entertaining on behalf of the University should exercise good judgment with respect to incurring Travel and Entertainment (T&E) expenses and are expected to spend the University's funds prudently. The individual requesting reimbursement is responsible for ensuring that his/her incurrence of the expense and related reimbursement request complies with all applicable policies, is properly authorized, and is supported with required receipts and other documentation.

- Travel and Entertainment Reimbursement Policies
- Penn Travel Card policies, application: https://cms.business-services.upenn.edu/penntravel/creditcard.html

Concur:

https://www.concursolutions.com

For students using Concur for the first time for reimbursements, please contact travel@seas.upenn.edu, providing Penn ID # to activate your expense tab.

- If you are using World Travel to book your flights, please choose Annesia Sin as your travel approver.
- Instructions on how to use Concur Booking
- Reminders:
  - All receipts over $25 need to be included in the expense report.
  - All expense reports need approval – PI/supervisor approval e-mail should be uploaded and funding source should be indicated on approval (upload as non-reimbursable receipt).
  - Hotel bills should be itemized.