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 for submitting reimbursements:
  - 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.
Meal policies:

- **Limits on meals for reimbursement:**
  - Breakfast or lunch $60
  - Dinner $125

- **Per diem/Fixed meals:**
  - Only used during business travel that involves overnight stay(s).
  - Alcohol is not allowable/non-reimbursable.

- **Individual meals:**
  - Only used during business travel that involves overnight stay(s).
  - An individual meal is breakfast, lunch, dinner or snacks.
  - Alcohol is not allowable/non-reimbursable.

- **Entertainment-Other**
  - Entertainment expenses are those incurred during a meal, or an event, that is business–related but social or celebratory in nature.
  - Includes food and beverages, alcohol, catering services, banquet facilities, decorations, and musical groups.

- **Business meals:**
  - A business meal is a meeting meal with a clearly substantiated business purpose and is directly associated with the active conduct of University business. At a business meal, the business discussion is the primary purpose of the meal.
  - Takes place at a restaurant.
  - A non-UPenn affiliate must be present.
  - Alcohol is reimbursable.

- **Campus business meetings:**
  - A campus business meeting is a meeting meal with a clearly substantiated business purpose and is directly associated with the active conduct of University business. At a campus business meeting, the business discussion is the primary purpose of the meal.
  - Food that is ordered and delivered, or brought back, to campus and consumed in an office/lab/meeting room.
  - Alcohol is not allowable/non-reimbursable.