

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/penntavel/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.**