TRAVEL AND EXPENSE AT PENN

Penn uses Concur for e-travel booking & expense reimbursement.

EXPENSE REPORT

Step 1: Individual creates & submits expense report. The individual incurring the expense must be the one to hit the Submit button.

Step 2: Report moves through approval process in Concur. If rejected, the report is returned to the individual in Concur, w/comments from approver.

Step 3: Approved expense report is processed for payment. Payment is received 4 to 7 days from final approval (expect processing time to take 2 weeks for all approvals to be completed).

- Penn Travel Card transactions will be paid directly to the credit card company.
- Reimbursement of out of pocket business expenses paid by an individual will be sent directly to the direct deposit account that is used by Penn payroll (ADP/Visa Paycard).

Receipts should be in a digital format (scanned), and must be readable and verifiable. To attach receipts to a Concur expense report either:
- Email receipts from your mobile to *receipts@concur.com*. Before emailing 1st receipt, do verification through Concur profile
- Upload scanned receipts directly into a Concur Expense Report from your computer

Delegates:

Individuals may choose to assign another person to prepare their expense reports on their behalf.

Policies:

For questions regarding policies (what is and is not allowable for reimbursement call 215-746-4357).

Tips and Tricks for the TEM system:

For technical support or how to submit/create specific expense lines/reports call 6-HELP to speak to a Concur specialist. Step by step training guides are available at BENHelps→TEM section, here.

GUIDELINES FOR REIMBURSEMENTS

In order to expedite expense reimbursement, please adhere to the policies below:

1) Submit reimbursements within 10 days of the conclusion of your trip/event.

2) Reimbursements for individuals not affiliated with Penn (guest, visitor, etc.) cannot be processed through Concur. They must be reimbursed through the Penn Marketplace/supplier portal.

3) **All meals require itemized receipts.** Submit actual expenses when traveling. Per Diem is allowable for locations where receipts aren't commonly available, but must be approved by Business Office prior. P.D. will be 50% of State Department rates, unless otherwise noted.
   o Meal reimbursements must list attendees

4) Business meals with staff and/or visitors must conform with the policy as documented in *Travel Policy 2359*. Total meal costs (with tax, tip & drinks) are limited to $100/person for dinner & $50/person for lunch or breakfast. Reimbursement will be limited to this amount without prior approval from the Business Office.

5) **Meals with other Penn colleagues** in local restaurants are generally not reimbursable. Local meals with colleagues should be considered a personal expense unless the business being conducted is such that it cannot be done in the office.

6) **Hotels** must be itemized by room rate, room tax, parking, internet, and other reimbursable charges. *Itemize Hotel Expense Directions*

7) **Alcohol-** No alcohol charges are reimbursable when dining alone, or exclusively with Penn colleagues. Alcohol expenses related to University-related business meals with attendees should be kept to a minimum and within reason.

8) **Exceptions:** Do not submit your report with exceptions. When you see this icon- ⚠️ - fix the warning, or provide comment addressing.

9) **BOA Card** expenses will automatically flow into Concur. This may take up to 5 business days. Move these transactions onto an expense report rather than manually entering them.

10) **Ubers:** Rides must be for a business purpose. List travelers, destinations and purpose. Rides home from work are not reimbursable, unless attending a work function that ends after 8pm.

Additional Questions: Ask the Penn Global Business Office!