



Penn
UNIVERSITY of PENNSYLVANIA



TRAVEL AND EXPENSE AT PENN

The University of Pennsylvania uses Concur for electronic, integrated travel booking and expense reimbursement.

EXPENSE REPORT

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

Step Two: Report moves through the approval process electronically in Concur. If rejected, the report is returned to the individual's account in Concur with comments from the approver.

Step Three: Approved expense report is processed for payment. Payment is received 4 to 7 days from last approval.

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

Receipts need to be in a digital format (scanned), no paper is acceptable, and must be readable and verifiable. There are 2 options for attaching your receipts into a Concur expense report

- Email receipts from your mobile device to receipts@concur.com. Before emailing your first receipt, do the verification email step in your Concur profile.
- Upload scanned receipts directly into a Concur Expense Report from your computer

Approvers:

Supplemental Approver should be someone that can review and approve the business need for an expense.

Delegates:

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

Provost Administrative Affairs Concur One-Page Guide

GUIDELINES FOR REIMBURSEMENTS

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

- 1) Reimbursements for individuals not affiliated with Penn (guest, visitor, etc.) cannot be processed through Concur. They must be reimbursed through the A.P. paper process
- 2) **All meals require detailed receipts. Per diem** is not allowed unless traveling in a country where receipts aren't commonly available.
- 3) All food purchases should be in relation to a business meeting as documented in **Travel Policy 2361**. Meal costs are limited to \$80/person for dinner, \$35/person for lunch, and \$30/person for breakfast. Anything above those limits require an approval.
- 4) **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.
- 5) **Hotels** must be itemized by room rate, room tax, parking, internet, and other reimbursable charges. [Itemize Hotel Expense Directions](#)
- 6) **Alcohol** should always be submitted as a non-reimbursable expense with the exception of non-grant funded University-related business meals with attendees.
- 7) **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.

[Tips and Tricks for the TEM system](#)

For technical support, or for direction on how to submit or create particular expense lines or expense reports please dial 6-HELP to speak directly to a Penn Concur specialist. Step by step training guides are also available [here](#).

For all questions regarding policies (what is and is not allowed for reimbursement or information regarding accounts that charges will be placed against) call 215-746-4357).