

Department of Neuroscience
Concur Reimbursement Justification and Authorization
for Travel and Additional Purchases

Reimbursement Information

Individual Requesting Reimbursement:	
Destination (travel only):	
Date(s) of Report / Trip:	
Report Justification: (Brief explanation of event / expenses and relation to project being charged)	
Reimbursing Account(s):	<p style="text-align: center;">_____ % _____</p> <p style="text-align: center;">_____ % _____</p> <p style="text-align: center;">_____ % _____</p> <p style="text-align: center;">_____ % _____</p>
Total Amount:	_____

PI Signature: _____

Signature Date: _____

Document Attachment How-To:

To attach this to your Concur Report, go to the **Manage Receipts** dropdown and select **Manage Attachments**.

From here, upload this document.

IMPORTANT: Principal Investigator must sign off on all expenses using their accounts

[University of Pennsylvania Travel Policy Link](#)