**Here are instructions for the new online reimbursement system:**   
  
1. Go to the PennTEM website: <http://cms.business-services.upenn.edu/penntravel/>   
  
2. Click on "Expense Report" (second large red box on left)  
  
3. Click on the large "Concur" icon (in center of page) to enter the system   
  
4. Enter Pennkey and password   
  
5. Click on the "Expense" tab on the top menu bar   
  
6. Click on "New Expense Report"   
Complete all of the red (required) fields:   
- Type of Travel/Reimbursement: Choose what travel is appropriate (domestic, international, local)  
- Report Name: CD Travel  
- Report Date: [enter today's date] - this is auto-generated   
- Policy: US Expense Policy - this is auto-generated  
- Business Justification: MD-PhD Student travel, list name of Conference or event  
- School/Center: (40) Med - this is auto generated   
- CNAC-ORG....: (400-......) - this is auto-generated   
- Program: (0000) Not Prog Rel - this is auto-generated   
- CREF: (0000) Undefined - this is auto-generated  
- Notes to Approver: "Please forward report to Regina"  
  
Then, click "Next" at the bottom right corner of page.  
  
7. You are now in the actual report screen. All types of typical travel expenses will pop up.

Click on expense you need to be reimbursed for (airfare, conference registration, etc.)   
Complete all of the red (required) fields for that expense, attach the receipt, and click save  
Continue with all other necessary expenses related to your trip until you have finished

8. Fill out the Penn/Student Agreement form and attach it as receipt. Form can be found here - <http://www.finance.upenn.edu/forms/Penn-Student_Agreement.pdf>

9. Double check that everything is correct. Then at the top right of the screen, click "submit report".

**Please keep the following in mind:**  
-If you shared a hotel room with another student and you paid for all of the hotel expense, indicate that in addition to providing the name of your room-mate. Also the hotel bill should support this arrangement.  
  
-Expenses over $25 with no receipt will not be reimbursed.  
  
-Single reimbursement under $25 per reimbursement request without a receipt (attach an explanatory note for expense and why there is no receipt) will be reimbursed.  
  
**Questions?**  
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