

NEUROLOGY DEPARTMENT

Concur Reimbursement Justification and Authorization

This document is designed to allow all Concur approvers to easily ensure expenses are accurately allocated and to understand how expenses are related to a specific project and/or the department as a whole and in accordance with all University and Sponsor guidelines.

Individual Requesting Reimbursement																																					
Destination <i>(travel only)</i>																																					
Date(s) of Trip or Purchase																																					
Justification of Expense <i>(i.e. why is this expense necessary to further the programmatic needs of the project or the department? How does this expense directly benefit the project or department and how does it relate to the furthering of University business?)</i>																																					
Fund Principal Investigator OR Approver:																																					
Project Title/Fund Name:																																					
Fund/Account Number <i>For PEA Reimbursement or Pre-Approved Expense, just select check-box. All other reimbursements needed full coding.</i>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input type="checkbox"/> PEA Account </div> <div style="text-align: center;"> <input type="checkbox"/> Pre-Approved Departmental Expense </div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">_____ %</td> <td style="width: 10%; text-align: center;">_____ --</td> <td style="width: 10%; text-align: center;">_____ --</td> <td style="width: 10%; text-align: center;">_____ --</td> <td style="width: 10%; text-align: center;">_____ --</td> <td style="width: 10%; text-align: center;">XXXX</td> <td style="width: 10%; text-align: center;">--</td> <td style="width: 10%; text-align: center;">_____ --</td> <td style="width: 10%; text-align: center;">_____ --</td> </tr> <tr> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">XXXX</td> <td style="text-align: center;">--</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> </tr> <tr> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">XXXX</td> <td style="text-align: center;">--</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> </tr> <tr> <td style="text-align: center;">_____ %</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">XXXX</td> <td style="text-align: center;">--</td> <td style="text-align: center;">_____ --</td> <td style="text-align: center;">_____ --</td> </tr> </table>	_____ %	_____ --	_____ --	_____ --	_____ --	XXXX	--	_____ --	_____ --	_____ %	_____ --	_____ --	_____ --	_____ --	XXXX	--	_____ --	_____ --	_____ %	_____ --	_____ --	_____ --	_____ --	XXXX	--	_____ --	_____ --	_____ %	_____ --	_____ --	_____ --	_____ --	XXXX	--	_____ --	_____ --
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If expenses are to be allocated to more than one fund, explain how the allocation/split was determined.																																					

TRAVELER CERTIFICATION: By submitting this Concur request, I hereby certify that the expense(s) described on the travel reimbursement is allowable, allocable to the project, reasonable and in compliance with sponsor regulations and University policy. University policy can be found at https://www.finance.upenn.edu/sites/default/files/2350_0.pdf

FUND PRINCIPAL INVESTIGATOR: By signing below, I authorize the allocation of the expenses as listed on the Travel and Entertainment Management (TEM) report.

Fund Approver/Principal Investigator E-Signature

Date