

UNIVERSITY OF PENNSYLVANIA  
TRAVEL, ENTERTAINMENT, AND PURCHASING  
Expenditure Justification

Principal Investigator of FUND/Acct:
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Project Title:	
Project/Grant Number:	Fund/Acct Number:
Destination (for travel only):	Date of Trip/ Purchase:

**FOR TRAVEL EXPENSES**

**Justification of expense** (i.e. why is this expense necessary to further the programmatic needs of the project? How does this expense directly benefit the project and relate to the furthering of University business? **Please see restriction on local meals and entertainment at [www.finance.upenn.edu/vpfinance/fpm/2350/2367.shtml](http://www.finance.upenn.edu/vpfinance/fpm/2350/2367.shtml)**

**For Federal Awards: All Federal awards must comply with the Fly America Act. [www.finance.upenn.edu/comptroller/travel/index.html](http://www.finance.upenn.edu/comptroller/travel/index.html) If you have not used a U.S. Flag carrier-please justify.**

**Certification:** I hereby certify that the expense described on the travel reimbursement is allowable, allocable to the project, reasonable and in compliance with sponsor regulations and University policy. I have authorized the allocation of the expenses as listed on the Travel and Entertainment report.

**FOR PURCHASING**

**Justification of expense** (i.e. why is this expense necessary to further the programmatic needs of the project? How does this expense directly benefit the project or related to University related business?)

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**Principal Investigator**

**Date**

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