REQUESTS FOR REIMBURSMENT POLICY/PROCEDURES

Please contact the Business office or check our department website for full instructions

• Justification forms signed by the faculty are required (or an email with the same info)
• CONCUR [http://cms.business-services.upenn.edu/penntravel/expense-report.html](http://cms.business-services.upenn.edu/penntravel/expense-report.html)
• MAX allowable reimbursement for dinner per person is $125.00
• MAX allowable reimbursement for breakfast/lunch is $60.00
• Coach Airfare only
• Proof of payment must be provided (ie. Credit card statement showing last 4 digit of CC with your name on it)
• Stay should be at location of conference, however IF a rental car is needed you MUST completed the drivers safety course PRIOR to renting the vehicle.
• Itemized receipts are REQUIRED