

## **REQUESTS FOR REIMBURSEMENT 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>
- 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
- <https://www.finance.upenn.edu/policy/2351-travel-and-entertainment-overview/>
- <https://www.finance.upenn.edu/policy/2367-travel-and-entertainment-payment-options/>