**Expense Reimbursement GAPSA & Group Funding**

**Send this form to Danielle Crumb Fike (crumb@upenn.edu) in the Office of Student Affairs.**

All reimbursements are submitted electronically through Concur. Go to the Penn Travel website: <http://cms.business-services.upenn.edu/penntravel/> . Click on ‘log in to Concur.’ Detailed training materials can be accessed when you click on the Expense tab.

You may submit only one report at a time; several purchases and/or events can be accounted for on one report. Reports submitted on consecutive days may be rejected as they should have been reported on one report.

This form can be found on the Office of Student Affairs website under Policies and Forms: <http://www.vpul.upenn.edu/osa/>.

We use this information to verify your status in the Concur reimbursement system.

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Penn ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Penn email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Reimbursement ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **In Concur,** report all expenses in full, even those that will not be reimbursed. Expenses not being reimbursed should be itemized as ‘non-reimbursable.’

* Itemized restaurant receipts showing the menu items receipts are required
* All receipts must show payment made by you only. Expenses paid for by others must be reimbursed to them directly.

Description of Purchase ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GAPSA Executive Committee:** CRef or Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group Funding:** Name of group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Group Fund \_\_\_\_\_ Discretionary Fund \_\_\_\_\_ G12 Synergy Fund \_\_\_\_\_

Research Academic Event Fund \_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Attach a copy of your award email. You will also need to attach your award email to your Concur expense report.
* **Expense reports should be submitted within ten days of your event. They MUST be submitted by the deadline listed on your award letter. See GAPSA website for other requirements.**

**General Information**

**Business Justification:** Give a detailed explanation of what you purchased and why; include the name of the event if applicable.

**Choosing categories of expense:**

Social Events or Meetings with food:

* food for events or meetings without alcohol is ‘Student Activities’—do NOT use the meal categories, they are for travel only
* food for events or meetings with alcohol is ‘Entertainment’—alcohol has to be itemized
* attach a list of attendees, give the approximate number if you don’t have an attendance sheet. If you are using the Entertainment category, there is a place where you can add attendees.

Other non-food Expenses, just pick the category that suits best

* Report the full amount on the receipt, then itemize the tax as non-reimbursable (the University does not reimburse tax on non-food related items).

**Reimbursement Process**

Once an expense report has moved through the approval process, it is released for payment on a nightly basis. If you have direct deposit through Payroll or SRFS, deposit is made electronically into the same bank account, normally within four to seven working days from last approval

Reimbursements can be tracked through Concur:  Click the Expense tab. Click on ‘View Reports.’ Your reports and the status of each will be displayed. We don’t have access to this information, so don’t contact the Financial Services Center. Once you know where the report is being held, contact that person.

**Financial Services Center contact information:**

Jan Kee-Scott, Manager: [keedzh@upenn.edu](mailto:keedzh@upenn.edu) 215-898-0455

Danielle Crumb Fike, Financial Administrative Coordinator: 215-898-6795