**Travel Reimbursement: GAPSA Travel Grants**

**Send this form to Lynn Moller (**[**moller@upenn.edu**](mailto:moller@upenn.edu)**) in the Office of Student Affairs.**

**Angela Reason (**[**areason@upenn.edu**](mailto:areason@upenn.edu)**) will be processing your reimbursement.**

All reimbursements are now 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.

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

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

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Penn email address ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Grant: \_\_\_\_\_\_ Professional Grant: \_\_\_\_\_\_ Carnegie President’s Fund: \_\_\_\_\_\_

Full Expenses: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ Total to be Reimbursed: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach a copy of your award email. You will also need to attach your award email to your Concur expense report.

If you are being reimbursed by another source, please give contact information for the person preparing that reimbursement.

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***see reverse for further information***

**Other General Information**

We will enter your information into Concur (or verify it if you are already in the system) and let you know when you can submit your report, usually the day after we receive this form.

Once an expense report has moved through the approval process, it is released for payment on a nightly basis. Deposit is made electronically into the same bank account as your payroll or SRFS account, normally within 4 -7 working days from last approval. Students without direct deposit will receive their reimbursement on a Paycard. If you do not have an active Paycard, one will be issued and sent to your local address, adding approximately a week to the reimbursement schedule. If you receive a Paycard, hold on to it; future reimbursements will be added to the same card.

Reimbursements can be tracked through Concur:  Click the Expense tab. Click on View Reports.’ Your reports and the status of each will be displayed.

Please report all expenses in full, even those that will not be reimbursed. Receipts are required for all expenses. GAPSA reimburses transportation, lodging and conference registration expenses only.

**Proper documentation required:**

* Attach your grant approval email.
* Airfare: ‘Receipt’ must show itinerary and amount paid.
* Hotel: itemized receipt showing payment required.
* All receipts must show payment made by you only. Expenses paid by other travelers must be reimbursed to them directly.

**Expense reports should be submitted within ten days of your trip.**

**See GAPSA instructions for other requirements.**

Revised 07/21/2014