**Expense Reimbursement (expenses over $35): Undergraduate Groups**

**Send this form to your Financial Advisor in the Office of Student Affairs. For ICF, T-Change & SPEC event funding, send to Lynn Moller; all other SPEC requests go to Jan Kee-Scott.**

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 will enter your information into Concur (or verify the information if you are already in the system) and let you know when you can submit your report, usually within a day or two.

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

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

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

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 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if group requires)

**SAC\_\_\_ ICF\_\_\_ T-Change\_\_\_:** Group/Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* SAC Budget Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ For multiple categories, attach a separate spreadsheet or list

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

**SPEC Event Funding—**Name of group or event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Fully Planned: ­­­­­\_\_\_\_\_ SPEC-TRUM: \_\_\_\_\_ Connaissance: \_\_\_\_\_

**UA \_\_\_\_\_ NEC \_\_\_\_\_\_ SCUE \_\_\_\_\_ Class Boards (year) ­­­­\_\_\_\_\_\_\_\_\_\_\_**

**General Information**

**Business Justification:**

Enter the name of your group, name of activity, dates, location, funding source and describe the purpose of the activity as it relates to the business objectives of the University. From Concur:

“The student/trainee will include in the Business Justification field full detail of scope of assignment including location, dates, activity and provide the name of the specific school/faculty member/University organization supporting this assignment.  The student/trainee will promote the business objectives of the University and/or consult with and advise the University on matters and/or perform representation relating to the provided information.”

**Choosing categories of expense:**

Social Events or Meetings with food:

* food for events or meetings without alcohol is ‘Student Activities’
* 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

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 .

**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. Students without direct deposit will receive a Paycard. If you do not have an active Paycard, one will be issued and sent to your local address; this adds approximately five days 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. 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 up, contact that person.

**Financial Services Center contact information:**

Lynn Moller, Manager: moller@upenn.edu 215-898-6795

Rozell Jackson, Financial Advisor: jacksonr@upenn.edu 215-898-0886

Jan Kee-Scott, Financial Advisor: keedzh@upenn.edu 215-898-0455

Angela Reason, Financial Advisor: areason@upenn.edu 215-898-8114