

University of Pennsylvania
Office of the Comptroller

Travel and Entertainment Reimbursement Policy
Advance Justification (C-7A) Form

The Travel and Entertainment Reimbursement Policy expects Penn travelers and entertainers to incur expenses on behalf of the University and seek reimbursement. Travelers and entertainers can request T&E Advances **only** when circumstances are such that other payment options (see Policy 2353 for more information) are not feasible. Travelers and entertainers must document in writing the circumstances that preclude the use of other payment options and obtain the necessary approval.

All Advance requests require an Advance Justification form that contains the

- reason for the request,
- signature of the Traveler and Entertainer, and
- approval of the advance request by the Higher Level Approver.

Advance requests that require the Higher Level Approver to be the head of the school or center (or designated representative):

- All Advance requests over \$1,000
- Any Advance request for an extended period of time (three months or longer)
- All Advance requests for non-employees

Traveler or Entertainer must provide an explanation of circumstances that preclude the use of standard payment options and support the need for funds advanced to this individual:

Date of Trip: _____ Destination: _____

Dated: _____

Original Signature of Traveler or Entertainer

Printed Name of Higher Level Approver

Original Signature of Higher Level Approver