**Travel and Expense Reimbursement: GAPSA Travel Grants**

**Send this form to Angela Reason (**[**areason@upenn.edu**](mailto:areason@upenn.edu)**) in the Office of Student Affairs.**

**Angela Reason 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.’

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

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

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

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Grant: \_\_\_\_\_ Professional Grant: \_\_\_\_\_ Total Reimbursement: \_\_\_\_\_\_\_\_\_\_\_\_\_

Attach a copy of your approval email. You will also need to attach your approval 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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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, normally within 4 -7 working days from last approval. Students without a direct deposit bank account will receive their reimbursement on a Paycard. If the student does not have an active Paycard, one will be issued and sent to your local address on record, adding approximately a week to the reimbursement schedule.

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