Travel and Expense Reimbursement

Submit this form to your Financial Advisor* in the Office of Student Affairs.

All reimbursements are now submitted electronically through Concur. Go to the Penn Travel website: http://cms.business-services.upenn.edu/penntravel/. Click on Expense Report, click on Concur icon.

Today’s Date

Name

Penn ID#

Penn email address

Address

Student group or GAPSA Travel Grant

Approved by/position (if required)

Amount

description of expense

SAC Groups:

budget category

Amount

(use other side if necessary)

SPEC: CRef

GAPSA: Division of GAPSA or CRef

GAPSA Travel Grants: attach approval email
If you are being reimbursed by another source, please give contact information for the person preparing that reimbursement:

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 their local address on record, adding approximately a week to the reimbursement schedule.

Reimbursements can be tracked through Concur:

Click the Expense tab. Click "View Reports"

Your reports and the status of each will be displayed

*Financial Service Advisors: See list of group/advisor on OSA bulletin board.*

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