TRAIN AND EXPENSE AT PENN

The University of Pennsylvania uses Concur for electronic, integrated travel booking and expense reimbursement.

EXPENSE REPORT

Step One: Individual creates and submits expense report. The individual incurring the expense must be the one to hit the Submit button.

Step Two: Report moves through the approval process electronically in Concur. If rejected, the report is returned to the individual’s account in Concur with comments from the approver.

Step Three: Approved expense report is processed for payment. Payment is received 4 to 7 days from last approval.

- Penn Travel Card transactions will be paid directly to the credit card company.
- Reimbursement of out of pocket business expenses paid by cash/personal credit card will be sent directly to the direct deposit account that is used by Penn payroll (ADP/Visa Paycard).

Receipts need to be in a digital format (scanned), no paper is acceptable, and must be readable and verifiable. There are 2 options for attaching your receipts into a Concur expense report

- Email receipts from your mobile device to receipts@concur.com. Before emailing your first receipt, do the verification email step in your Concur profile.
- Upload scanned receipts directly into a Concur Expense Report from your computer

Approvers:
Supplemental Approver should be someone that can review and approve the business need for an expense.

Delegates:
Individuals may choose to assign another person to prepare their expense reports on their behalf.

GUIDELINES FOR REIMBURSEMENTS

In order to expedite expense reimbursement, please adhere to the policies below:

1) Reimbursements for individuals not affiliated with Penn (guest, visitor, etc.) cannot be processed through Concur. They must be reimbursed through the A.P. paper process

2) All meals require detailed receipts. Per diem is not allowed unless traveling in a country where receipts aren’t commonly available.

3) All food purchases should be in relation to a business meeting as documented in Travel Policy 2361. Meal costs are limited to $80/person for dinner, $35/person for lunch, and $30/person for breakfast. Anything above those limits require an approval.

4) Meals with other Penn colleagues in local restaurants are generally not reimbursable. Local meals with colleagues should be considered a personal expense unless the business being conducted is such that it cannot be done in the office.

5) Hotels must be itemized by room rate, room tax, parking, internet, and other reimbursable charges. Itemize Hotel Expense Directions

6) Alcohol should always be submitted as a non-reimbursable expense with the exception of non-grant funded University-related business meals with attendees.

7) BOA Card expenses will automatically flow into Concur. This may take up to 5 business days. Move these transactions onto an expense report rather than manually entering them.

Tips and Tricks for the TEM system

For technical support, or for direction on how to submit or create particular expense lines or expense reports please dial 6-HELP to speak directly to a Penn Concur specialist. Step by step training guides are also available here.

For all questions regarding policies (what is and is not allowed for reimbursement or information regarding accounts that charges will be placed against) call 215-746-4357).