

University of Pennsylvania
Office of the Comptroller

Travel and Entertainment Reimbursement Policy
Reimbursement Justification (C-5) Form

Penn's Travel and Entertainment Reimbursement Policies are designed to reimburse travelers and entertainers for reasonable expenses incurred while conducting University activities in compliance with various external guidelines including the IRS. Written T&E policies cannot address all possible T&E scenarios and reasonable expense levels under all circumstances. The purpose of this form is to document the justification for expense reimbursements not contemplated by the written policies and the related required approval. To prevent unexpected reimbursement denials, documentation and approval should generally be obtained prior to the expense being incurred. To help ensure consistency in the application of business judgment to various facts and circumstances, it is important that higher level approval is obtained for designated items.

Reimbursement requests that require the HLA to be the head of the school or center (or designated representative):

- Higher class of service than the policy permits
 - Purchased airline international business class ticket
 - Purchased airline first class (domestic or international) ticket
 - First class Amtrak ticket
 - Sedan / limo service used by employees
- Unnecessary fees (i.e. Amex card late fees, hotel no-show fees, lost ticket fees, etc.)
- Reimbursement request that exceeds 182 days

The Traveler or Entertainer must provide a narrative description of business circumstances supporting the expense incurrence and reimbursement request for items that warrant further review. Examples include, but are not limited to, exceeding meal thresholds, local meals with colleagues and missing and/or incomplete receipt documentation. The Higher Level Approver should decline, modify or approve the request based upon the information provided.

Date of Trip: _____ Destination: _____

Dated: _____

Original Signature of Traveler or Entertainer

Printed Name of Higher Level Approver

Original Signature of Higher Level Approver