

Request for Travel & Entertainment Reimbursement



Reimbursement **must total \$15 or more**. For reimbursements under \$15, use the blue Petty Cash Reimbursement form.

A **W-9** form must accompany first time reimbursements for individuals who are not Penn faculty, staff or students.

Attach all **original receipts**.

If this reconciles **travel for more than person**, please submit a list of all travelers.

If this reconciles **advances taken out by persons other than the payee**, list payee names and amounts of all advances.

TRAVEL--On form C1, fill in these areas:

Full Payee Name as it appears in the University database.

Social Security # (last four digits only)

Full Address: Don't forget mail codes for intramural addresses.

Check Faculty/Staff, Student or Other box.

Purpose of trip or event—be specific.

Destination: city and state; on campus, give specific location.

Dates and Times

Signature of Payee

Record of Expenses for Travel: Fill in itemized expenses by day.

Airfare, Rail, Bus: ticket stub or passenger coupon only.

Gas: for rental cars only.

Private car: current mileage rate is \$.365/mile.

Lodging: itemized hotel receipt needed.

Meals: for travelers only. If you entertained guests, those meals are considered 'business meals' and are reported on the C1A.

Totals:

Enter any Entertainment or Business Meal Expense.

Enter Grand Total of Expenses.

Subtract any advances.

Enter balance due Payee or University.

(See other side.)

ENTERTAINMENT--Fill in Part I of C1 as for travel.

Leave Record of Expenses blank. Enter totals.

Also fill out C1A -- see below.

Form C1A, Entertainment Worksheet:

Date of event.

Location: specific area of campus, restaurant, etc.

Person(s) Entertained: list names or give the estimated number of attendees.

Affiliation: Penn grad/undergrad students, members of your organization, Penn community, conference participants, invited speaker, etc.

Business Purpose: give specific description (e.g., dinner for Exec. Comm. Fall program planning.)

Amount: List total for each 'event' not each receipt.

List all expenses below, grouped by budget category.

Budget Categories are specific to your group's funding and might include publicity, social events, major concert #1, non-SAC expenses, etc.

Description of Expense	Budget Category *	Amount

Total \$ _____

* **SAC groups:** It is your responsibility to report Non-SAC expenses here.

Requestor	Organization	E-mail/phone

Treasurer's Approval	E-mail/phone	Date Submitted