

University of Pennsylvania
Office of the Comptroller

Travel and Entertainment Reimbursement Policy
Advance Justification (C-7A) Form

The Travel and Entertainment Reimbursement Policy expects Penn travelers and entertainers to incur expenses on behalf of the University and seek reimbursement. Travelers and entertainers can request T&E Advances **only** when circumstances are such that other payment options (see Policy 2353 for more information) are not feasible. Travelers and entertainers must document in writing the circumstances that preclude the use of other payment options **and obtain** the necessary approval.

Advance requests that require approval of the head of the school or center (or designated representative):

- All Advance requests over \$1,000
- Any Advance request for an extended period of time (three months or longer)
- All Advance requests for non-employees

Advance requests that require higher level approval *only*:

- Advance for authorized student activities
- Advance for (or payment to vendors on behalf of) Penn employees **not eligible** for an Amex corporate card
- Other _____

Explanation of circumstances that preclude the use of standard payment options and support the need for funds advanced to this individual:

Dated: _____

Signature of Traveler or Entertainer