

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, as well as head of school or center approval (or designated representative), is obtained for designated items.

Items that require approval of 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
- Reimbursement request that exceeds 182 days
- Unnecessary fees (i.e. Amex card late fees, hotel no-show fees, lost ticket fees, etc.)

Items that require higher level approval *only*:

- Missing or incomplete required documentation or original receipts
- Exceeded meal thresholds (see Policy 2361)
- Local meals with Penn colleagues (see Policy 2361)
- Did not use the recommended payment method of an Amex corporate card for business related expenses
- Other _____

Narrative description of business circumstances supporting the expense incurrence and reimbursement request:

Note: Advance requests should use form (C-7A)

Dated: _____

Signature of Traveler or Entertainer