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## 2351 - TRAVEL AND ENTERTAINMENT POLICY - OVERVIEW

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Resp. Office: Purchasing Services  
Approval: Executive Director, Purchasing Services  
Effective: April 1, 2015  
Last Revision: April, 2015  
Last Review: April, 2016

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### PURPOSE

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To provide a policy overview for the purchase and payment/reimbursement of travel and entertainment on behalf of the University.

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### SCOPE

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This policy applies to all affiliates (faculty, staff, students and postdocs) and non-affiliates (external parties including guests) traveling or entertaining on behalf of the University and seeking reimbursement or payment for related expenses from the University regardless of the funding source.

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### GENERAL POLICY

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The University, as a charitable organization, has a fiduciary responsibility to ensure its resources are used prudently. This document establishes general policy applicable to the procurement of all travel, entertainment (T&E) and miscellaneous expenses for affiliates and non-affiliates. Expense reimbursements or payments associated with accountable plan activities for affiliates are processed in the Concur TEM system. Reimbursements or payments for travel and entertainment expenses to non-affiliates or non-accountable plan affiliate expenses are processed using the Procurement Disbursement Authorization (PDA) form. Non-accountable plan activities are further explained in Policy #2352.

This series of T&E policies (Policy #2351 through Policy #2370) provide detailed policies regarding travel and entertainment on behalf of the University of Pennsylvania.