
2358 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY- LODGING

RESP. OFFICE: PURCHASING SERVICES
APPROVAL: CHIEF PROCUREMENT OFFICER
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PURPOSE

To provide travel guidelines with regard to the procurement of lodging and accommodations when traveling.

Other policies are provided for specific travel and entertainment (T&E) topics in the policy number series 2351 through 2370 and are listed at 2351.1 Travel and Entertainment Reimbursement- Detail Listing.

SCOPE

The T&E policies and procedures apply to all individuals, including employees, students, and non-employees, traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

TRAVELER AND ENTERTAINER RESPONSIBILITY

It is the responsibility of Penn travelers to seek lodging that is safe, comfortable and reasonably priced. Travelers are expected to take advantage of negotiated rates, conference rates, web rates, Penn rates or educational rates, when seeking hotel accommodations.

RESPONSIBILITY OF APPROVERS

The TAC (Transaction Authorization Card) holder assists the travelers and entertainers, as well as their higher level approver, when applicable, with understanding and complying with the process outlined below and ensures that all documentation requirements have been met prior to submission of reimbursement requests to the central processing organization.

It is the responsibility of the TAC holder to ensure that personal items on a hotel statement are deducted and only business related expenses are submitted for reimbursement.

POLICY

The cost of lodging should be kept to a minimum by requesting standard accommodations, whenever possible.

Legitimate lodging expenses include:

- single room rate unless traveling with a colleague

- business telephone calls (use of Verizon calling cards is encouraged to reduce the cost of long distance calls from hotel rooms) (see Policy 2362)
- reasonable calls home
- luggage storage and tips for service

1) The University will not reimburse travelers for the following expenses:

- in room video rentals
- in room alcoholic beverages
- alcoholic beverages not purchased in conjunction with necessary business entertainment
- health club or exercise room fees
- recreational charges such as golf, tennis and ski lift tickets
- laundry and dry cleaning charges (unless traveling for more than five days)
- costs incurred for failure to cancel hotel reservations unless a completed Reimbursement Justification form is attached that has been approved by the head of the school or center (or their designated representative).

2) If a traveler elects to stay at a private residence, the traveler may be reimbursed for a small gift or meal extended (in lieu of lodging) as a gesture of appreciation to friends and relatives for their hospitality.

3) Lodging reimbursement must be done with actual costs. Per diems may not be used for lodging.

4) When making reservations for visitors to Penn, departments are encouraged to use Penn's preferred hotels in Philadelphia.

[Click here](#) for Chapter 4 in the Procedure Manual. How to Complete a T&E Reimbursement (C-1) form.