
2370 – TRAVEL AND ENTERTAINMENT POLICY – CONCUR EXPENSE TYPES/OBJECT CODE MATRIX

Resp. Office: Purchasing Services
Approval: Executive Director, Purchasing Services
Effective: April 1, 2015
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Last Review: April, 2017

PURPOSE

This document provides information regarding access to expense type and object code information.

SCOPE

This policy applies to all faculty, staff, students, and postdocs traveling and entertaining on behalf of the University and seeking reimbursement or University travel card payment for related **Reimbursable Procurement** from the University regardless of the funding source.

CONCUR EXPENSE TYPES/OBJECT CODE MATRIX

The University's Object Code listing and Concur Expense Type/Object Code matrix may be accessed at the following website: www.finance.upenn.edu/comptroller/accounting/gloc/index.shtml.