
2351 - TRAVEL AND ENTERTAINMENT POLICY - OVERVIEW

Resp. Office: Purchasing Services
Approval: Executive Director, Purchasing Services
Effective: April 1, 2015
Last Revision: April, 2015
Last Review: April, 2018

PURPOSE

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

SCOPE

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.

GENERAL POLICY

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.