



Quick Tips

- Book your travel early to take advantage of any available discounts.
- Missed your flight or connection? If you booked through AMEX Travel they provide 24/7/365 assistance.
- Consult the FAA website www.faa.gov/passengers/ for travel advisories and lists of permitted and prohibited items, carryon information, etc.
- For foreign travel advisories visit the state department website: <http://travel.state.gov/>
- Remember to retain all itemized meal, travel and passenger ticket receipts for timely reimbursement!



Foreign Travel Considerations

- Traveling to certain foreign countries requires a visa. Visit the Penn foreign travel section below for details.
- When traveling internationally, check with your healthcare provider to make sure that you are covered outside the United States. Penn provides assistance with medical and other emergencies through International SOS.
- If you are traveling internationally on a federally sponsored project, the Fly America Act states that you must use a United States flag carrier.
- For more information on foreign travel, visit www.finance.upenn.edu/comptroller/travel/foreign/

Your Ticket to Being in the Know

Welcome

We are pleased to provide you with these University Travel & Entertainment (T&E) guidelines to make it easier for you to manage your expenses and to be reimbursed in a timely manner. By booking and paying for travel using Penn's preferred payment methods and vendors, you are also helping to ensure that Penn's resources are spent prudently and that we leverage all available savings:

- 1. Booking Guidelines** – access preferred travel partners through Penn's American Express Travel Desk, and charge airline expenses directly to your department or funding source to eliminate paperwork and hassles.
- 2. Payment Guidelines** – as full-time staff or faculty, request and pay with the Penn American Express Corporate Card to keep business expenses from adversely impacting your personal credit limits.
- 3. Reimbursement Guidelines** – submit the appropriate expense documentation within 10 days of your trip to be reimbursed quickly and painlessly – enroll for direct deposit to receive funds even faster!

For up-to-date information on policies and procedures and T&E related news, please visit the Travel Office website at: www.finance.upenn.edu/comptroller/travel/



Accidents and Medical Emergencies
Risk Management Department 215-898-4327
International SOS Assistance 800-523-6586 or 215-245-4707
Scholastic Group Membership: 11BSGC000012
Travel Administrator Susan Storb, 215 898-9662
Travel Medicine and Immunization Services at Penn 215-662-2427
Central Processing Organization 215-898-3307

Penn Travel Website www.finance.upenn.edu/comptroller/travel/
Penn Desk at American Express Travel
215-898-9439 or 800-796-7573
Monday through Friday, 9:00 AM to 5:15 PM EST
email: upenn@aexp.com
Emergency Travel – after hours 800-519-5210, access code 1FC
International Emergency Travel – after hours 313-271-7887,
collect from outside U.S. and Canada
AMEX Card Customer Service 800-528-2122
International Collect 336-393-1111

Important Contact Information



KNOW BEFORE YOU GO



GUIDELINES FOR PENN TRAVELERS



General Policies to Know



T&E policies have been streamlined to bring them in line with other recent Procure-to-Pay (P2P) process enhancements, making the T&E process more transparent to all participants and bring greater focus on purchasing efficiency and cost savings. We have incorporated the process highlights in the guidelines below, designed to help you make informed decisions before you incur travel or entertainment expenses, and help you, your TAC Holder, and Higher Level Approver comply with applicable policies and ensure that your reimbursement request is properly authorized, supported, and documented.



Preferred Partners



How Do I Book My Travel?

The preferred and most convenient way to book your travel is through the **American Express Travel** desk on campus. They are able to take advantage of University discounts negotiated with preferred travel partners, and can charge air tickets directly to your department or funding source. Most importantly, they are available 24/7/365 to assist you before and during your travel – especially convenient when dealing with unexpected travel events.

American Express Travel Desk – The agents at the American Express Travel desk can help you with all your air, car and hotel reservations. AMEX Travel can be reached at 215-898-9439 or 800-796-7573.

Preferred Airlines – Reservations must be made through American Express Travel to receive discounts. Take advantage of discounts the University has negotiated with USAirways, Continental, United, Air France and more.

Amtrak – Amtrak tickets can be purchased through the Amtrak kiosk on campus in Houston Hall or on Amtrak's web site, www.amtrak.com.

Car rentals – Penn has negotiated discounts with National (corp ID 5001856) and Enterprise (corp ID NA17111). Renters should take the Penn Driver Education program before renting and **decline** all insurance options.

Hotel Reservations – Book standard rooms at recommended hotels for conferences or meetings or those recommended by other universities. The University is also a member of Club Quarters, private hotels available to employees and guests of member organizations, located in major metropolitan cities.



How Do I Pay For My Travel?

The preferred payment method is the AMEX Corporate Card, available to all full-time staff and faculty. The Corporate Card statement helps you manage your expenses with clear expense allocations; any expenses you incur on behalf of the University do not adversely affect your personal credit limits.

American Express Travel Desk – AMEX Travel has a central airline billing account which allows you to charge your air tickets directly to your department or funding source. Call AMEX Travel at 898-9439 or 800-796-7573 to make your reservations.

AMEX Corporate Card – Use your American Express Corporate Card for other travel and entertainment expenses. All full-time employees at the University are eligible to apply for a card, allowing you to easily segregate business expenses from personal expenses.

Personal credit card or cash – Personal credit cards are allowed, but are not a preferred method for individuals eligible for the AMEX Card; the University cannot be responsible for late payments and associated finance charges. Cash is preferred for small incidental travel expenses.

Advances - Only under unusual circumstances, e.g. when it is not possible to use AMEX Travel, the AMEX corporate card or a personal credit card, are limited Travel Advances available. See XXXX for more information.



How Am I Reimbursed...Quickly?

Submit the appropriate documentation with your reimbursement request within 10 days of ending your trip or event to be reimbursed within your credit card billing cycle – even faster if you enroll in direct deposit. The essential requirements are listed below, and additional information and forms are available from your local administrator or at www.finance.upenn.edu/comptroller/travel/

1. Completed T&E Reimbursement form (C-1)
2. Original receipts over \$25.00 (see requirements below)
3. Supporting forms (if required)
 - a. Reimbursement Justification form (C-5)
 - b. Meals and Entertainment Worksheet (C-1A)
4. Approval and signatures from your TAC Holder and Higher Level Approver



All reimbursements must be submitted within 182 days (6 months) of the ending date of the trip or event. Failure to do so will result in the expense being declined for payment.

Items purchased	Required receipts over \$25.00
Airlines or Amtrak	Original ticket stub or itinerary/invoice confirmation and invoice showing dates of travel and cost of ticket.
Hotel and car rental	Original itemized hotel or rental statement.
Meals	Original itemized meal receipt and accompanying credit card receipt (if paid by credit card).
Mileage	If you drive your own vehicle for business purposes (excluding commuting to and from work) you will be reimbursed the current federal mileage reimbursement rate. No receipts are required but a mileage log is recommended.
Per diem (meals only)	You may elect to be reimbursed for meals on a per diem basis rather than retaining receipts. Per diem amounts are set by the federal government and vary city to city. No receipts are required.
Other	Retain all itemized receipts, invoices or record of purchase for conference registration and other travel related expenses