

**CONCUR – TRAVEL & EXPENSE MANAGEMENT
REIMBURSEMENT AUTHORIZATION FORM**

This document must be included in your Concur submission along with all relevant receipts. **Failure to include this document in the expense report will result in the report being returned to the sender.**

Please fill out all sections and obtain the signature from the account holder who will be authorizing the purchase. This is generally the PI or an authorized delegate of the account.

Expense Category:**Destination (for travel report only):****Dates of Meeting/Trip (for travel report only)****26-Digit Fund to Charge Expense to:****Presentation on Scientific Work (for travel report only):****Business Justification:****Authorized Amount:**

*Note the amount entered in Concur may not exceed the amount authorized above.

Signature* of Account Holder: _____

*PI can approve via email. Email must include PI's approval of the actual dollar amount for reimbursement and must be attached with this document.

Additional Comments:

**By submitting this report, I am verifying that I am complying with The University of Pennsylvania's Policy regarding Travel and Expense Management. Any violations to this policy may result in disciplinary actions.*

Signature of Submitter: _____