

## Hello and Welcome to the University of Pennsylvania!

- In order to expedite your travel reimbursement, please return all *original* receipts for your expenses to the address on the **BGS Reimbursement Request Form**. Original receipts include airfare passenger receipts, ground transportation receipts (shuttle, taxi, etc.) and any other receipts for **reasonable expenses** incurred while traveling to U of Penn (including your meals). **Please submit these to BGS no later than (5) days after completion of event. Requests submitted later than 30 days from recruitment weekend may not be reimbursed.**
- Reimbursement requests can be mailed (a mailed request needs to include original receipts) or emailed (an emailed request should include scanned copies of original receipts). The emailed reimbursement request should be sent to Sherita Blair ([blairsh@pennmedicine.upenn.edu](mailto:blairsh@pennmedicine.upenn.edu)). All requests should clearly identify your graduate group, so your form can be promptly directed to the correct point person. In your emailed request, please be sure to add your full name, graduate group and interview weekend dates to the Subject line of the email. This will facilitate your reimbursement request.
- Please note that your reimbursement cannot be processed without the submission of all appropriate forms with the requisite signatures.

### **Two forms are attached:**

- On the **Guest Travel Reimbursement Worksheet**, please fill in your name, mailing address, and signature. Your reimbursement check will be sent to the address you list on this form.
- On the **BGS Reimbursement Request Form**, please fill in all the appropriate lines; including your signature and the mailing address for the check (this address should match the address on the **Guest Travel Reimbursement Worksheet**).
- **Both forms should be typed, but if you are unable to type, please write legibly. These forms are required for reimbursement and must be completed in their entirety.**
- (Note: this is a total of **two** signatures; any incomplete or missing information will delay processing). Both forms must be returned together.
- The information submitted will be used to set up a University MARKETPLACE account. You will be sent a link to complete the necessary forms (W9 or W9 Ben). You can also select whether you want direct deposit or paper check.

### **Specific Instructions:**

1. Airline passenger receipts are usually the last page of your ticket packet. Airline itineraries are not accepted as original receipts unless it specifically states that it is an “Itinerary/Receipt” and includes cost and payment confirmation.
2. Electronic Tickets must at least be accompanied by a standard notification, which states that you have purchased an electronic ticket. To be most efficient, an official receipt can always be obtained from the airline desk before departure.
3. Must submit receipts for reimbursement of taxis. **Expenses related to UBER and Lyft will be reimbursed. Please be sure to attach the emailed receipt from either of these vendors which includes, date, time, map w/ start and end point, and amount paid.**
4. Must submit Amtrak stub, please keep in mind BGS will not reimburse for the following travel related expenses: **additional expenses incurred due to changes in travel dates and/or times, unless weather related and business and/or 1st class Amtrak tickets.**
5. **An acceptable itemized receipt is a document that contains:**
  - a. Transaction date
  - b. Name of merchant
  - c. Amount of charge
  - d. Transaction details (what was purchased)
  - e. Form of payment used – credit card/cash
  - f. Amount of purchase
  - g. Indication that the amount was paid
  - h. Please note that receipts must be in the name of the traveler in order to receive a reimbursement

6. Please note that you are not entitled to reimbursement of extraneous expenses like room service, phone calls, and non-recruitment entertainment or meals.
7. If you have lost or misplaced a receipt, please provide a brief explanation and the amount of the expense on the attached form. Please note that reimbursement is not guaranteed, especially for expenses exceeding \$25
8. If you are scanning your receipts to send your reimbursement request via email, please tape all receipts (at the edges, using clear tape) to a blank sheet of paper and then scan and/or photograph them. The receipts need to be clear, legible and readable. Unclear receipts will simply delay the payment of your reimbursement request, while we reach out to you for re-submission.
9. If you are mailing your receipts, please tape all receipts (at the edges, using clear tape) to a blank sheet of paper. The receipts need to be clear, legible and readable. Unclear receipts will simply delay the payment of your reimbursement request, while we reach out to you for re-submission.
10. If you are requesting reimbursement for mileage, complete the attached form noting your departure city and round-trip mileage. You should also include any toll and parking receipts in your reimbursement packet. Reimbursement for mileage includes gas expenses. (Please note that the University is not responsible for car repairs or injuries sustained during your arrival or departure from the Penn campus.)
11. **Please complete forms where indicated only**, do not fill in any other information on the **Guest Travel Reimbursement Worksheet** except for areas marked with an **X** or indicated with an arrow.

**Once again welcome and thanks for visiting the University of Pennsylvania.**

UNIVERSITY OF PENNSYLVANIA  
 OFFICE OF THE COMPTROLLER  
 GUEST TRAVEL REIMBURSEMENT WORKSHEET

This worksheet is to be used only for guest travel reimbursement where this reimbursement is the only payment received (except honoraria and awards). Suppliers and/or independent contractors billing for services or products should not use this worksheet, and should include their expenses within their fee structure according to their agreement/contract.

Note: Penn Administrators - Please attach this worksheet to a completed PDA-NA or F Form. Use travel object codes 5206 (domestic) or 5207 (foreign).

PAYEE	LAST	FIRST	MI	VENDOR #  "for office use only"
ADDRESS				
PURPOSE OF TRIP OR EVENT  BGS PhD recruiting				PHONE NUMBER
DESTINATION(S)  Penn Campus	BEGINNING DATE (MM/DD/YYYY)	ENDING DATE (MM/DD/YYYY)		* It is okay to scan or attach an email certification/signature.
I CERTIFY THAT THE EXPENDITURES LISTED BELOW WERE INCURRED BY ME IN CONJUNCTION WITH OFFICIAL UNIVERSITY BUSINESS, COMPLY WITH ALL APPLICABLE POLICIES, ARE ACCURATE AND THAT I AM NOT REQUESTING REIMBURSEMENT FROM ANY OTHER SOURCE.				
<b>SIGNATURE OF PAYEE</b> <u>  X  </u>				
<b>DATE (MM/DD/YY)</b>				
<b>S</b>	AIRFARE, RAIL, BUS			
<b>N</b>	CAR RENTAL & GAS			
<b>A</b>	PRIVATE CAR MILEAGE \$			
<b>R</b>	TAXIS/LOCAL TRANSPORT.			
<b>T</b>	PARKING TOLLS			
<b>PER DIEM</b>				
<b>L</b>	BREAKFAST			
<b>A</b>	LUNCH			
<b>E</b>	DINNER			
<b>M</b>	REFRESHMENTS			
<b>LODGINGS</b>				
<b>E</b>	TIPS (OTHER THAN MEAL/TAXIS)			
<b>O</b>	TELEPHONE, POSTAGE			
<b>TH</b>	OTHER			
<b>TOTAL EXPENSES PER DAY</b>				
The Travel Policy recommends that forms be submitted for reimbursement within ten days of the Ending Date of the trip. Forms submitted after 6 months from the Ending date of the trip will not be reimbursed.				
				<b>GRAND TOTAL - EXPENSES</b>

## BGS Reimbursement Request Form

University of Pennsylvania Biomedical Graduate Studies Recruitment  
**Please complete this form and return with your original receipts to:**

Biomedical Graduate Studies  
*ATTN: Recruitment*  
417 Anatomy---Chemistry  
3620 Hamilton Walk  
Philadelphia, PA 19104---6110

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(This is where your  
check will be sent) \_\_\_\_\_

Phone Number:

E-Mail Address: \_\_\_\_\_

Mileage information/extenuating circumstances (including missing receipts):

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**Your Signature**

Date

**SIGN HERE**