University of Pennsylvania-CCEB

Concur Expense Report Approval Form

**\*This document must be scanned and uploaded into Concur as a receipt image\***

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| --- |
| Project Title:  |
| Principal Investigator:  |
| Fund Number:  |
| Destination:  |
| Date(s) of Expense:  |
| Payee / Traveler Name:  |
| Amount of Expense: $ |

**Justification of expense /Business Purpose:**

(Describe below how this expense relates to the project / account being billed. This explanation should be detailed enough so that an auditor or central administrator can understand why this expense is allowable and allocable without reading full proposal or grant award.)

**Certification:** I hereby certify that the expense described on the travel reimbursement is allowable, allocable to the project, reasonable and in compliance with sponsor regulations and University policy. I have authorized the allocation of the expenses as listed on the Concur Expense report.

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**Principal Investigator date**