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 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 preferred agencies 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 Travel 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 site at www.upenn.edu/penntravel

Important Contact Information

Penn Preferred Travel Agencies

World Travel Inc.
888-641-9112
(24/7; 365 days a year)
usasat@worldtravelinc.com 8:30-5:00
afterhours@worldtravelinc.com after hours
World Travel supports all Concur online transactions

Premier Travel
215-893-9966 or 800-545-1910
ext 427 or 428; normal business hours only

Penn Resources

Penn Travel Services
215-898-9462
tavel@exchange.upenn.edu

Penn TEM Website: All Travel and Expense Information
www.upenn.edu/penntravel

Penn Travel Card Assistance
CardAdmin@exchange.upenn.edu

Assistance with Concur Expense Reports
215-746-4357 or 6-HELP
http://temsupport.finance.upenn.edu

Quick Tips

Important Tips:
- Book airfare at least 14 days in advance for the best choice of flights and fares.
- Use World Travel or the Concur on-line booking tool to make reservations - World Travel supports both. They are there to assist you both before and during travel, 24/7, year round.
- Carry your Passport, Visa and other documentation. Do not put it in luggage.
- Keep important phone numbers handy:

Missed Flight or Connection (World Travel): 888-641-9112.

- Retain all receipts, either electronically or hard copy.
- Complete and submit your expense report within ten days, to be reimbursed quickly.
- Use the Penn Travel Card to minimize out of pocket expenses.

International Travel

Important Tips:
- Passports are required when traveling to another country. Make sure your passport is up to date and valid. Extend your passport if it will expire within six months of your return home.
- Find out if you will need any visas to enter the country.
- If you are traveling on a federally sponsored project, the Fly America Act states that you must use a US flag carrier airline.
- Register your trip with the Penn Global Activities Registry.
- Check with the U.S. State Department concerning safety warnings.
- Find out what vaccinations you will need to enter the country. There may also be medications you'll need to take before, during and even after your trip.
- Check the currency exchange rates before you go.
- Know rules of the road. Always buy basic car insurance when renting internationally.

Best Practice: Visit the Penn TEM Website, select International Travel for links and helpful information.
How Do I Book My Travel?

The most convenient way to book your travel is to either use Concur on-line or book through one of Penn's preferred travel agencies.

- All of the University discounts negotiated with preferred travel partners will automatically be applied.
- Out of pocket expenses are greatly reduced with air tickets charged to a centrally housed air credit card and allocated monthly to your department or funding source.

**Best Practice:** Use the Concur on-line booking tool to book your air, hotel, and rental car. It’s economical, easy to use, and is supported by World Travel throughout your trip.

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How Do I Pay for My Travel?

Most University-related travel can be managed without using personal funds.

- Airfare booked through Concur on-line or through one of the Penn preferred travel agencies is charged to a centrally held air credit card, with allocations going monthly to your department or funding source.
- Use the Penn Travel Card, a BOA Visa, for ground transportation, lodging and food. Upon submittal and approval of your expense report in Concur, Penn will pay the credit card on your behalf for the business related expenses.
- Personal credit card or cash are acceptable, but not a preferred method.

Upon conclusion of your trip, file your expense report to recoup any out of pocket expenses and to move the Penn Travel Card transactions through the system into payment mode.

**Best Practice:** Apply for the new Penn Travel Card to significantly reduce out of pocket cost.

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How Am I Reimbursed... Quickly?

**Best Practice:** Submit your expense report within 10 days of the conclusion of your trip or event. Receipts required for expenditures of $25 and over.

- Airlines or Rail: Ticket stub or itinerary/invoice confirmation showing dates of travel and cost of ticket. **Note:** Do not put airfare on an expense report if you did not directly pay for it with a personal credit card.
- Hotel and Car Rental: Itemized hotel or rental statement; credit card statement is insufficient.
- Meals: Itemized meal receipt and credit card receipt if paid by credit card.

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

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Renting a Car or Taking a Train

**Car: Enterprise, National, Avis, and Budget** all include LDW/CDW insurance in rental rates for University related domestic travel. (Decline insurance domestically, purchase insurance internationally).

**Best Practice:** Completion of the Knowledge Link course “Fundamentals of Driver Safety” is required prior to renting a car for University related travel.

**Train: Amtrak** tickets can be purchased on www.amtrak.com or through the kiosk located in Houston Hall.