

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 #																																																																																																																																																																																																					
ADDRESS										"for office use only"																																																																																																																																																																																																					
PURPOSE OF TRIP OR EVENT												PHONE NUMBER																																																																																																																																																																																																			
DESTINATION(S)				BEGINNING DATE (MM/DD/YYYY)				ENDING DATE (MM/DD/YYYY)																																																																																																																																																																																																							
<p>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.</p> <p style="text-align: center;">SIGNATURE OF PAYEE X _____ * It is okay to scan or attach an email certification/signature.</p>																																																																																																																																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">DATE (MM/DD/YY)</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>TOTALS (\$)</th> </tr> </thead> <tbody> <tr> <td rowspan="5" style="text-align: center; vertical-align: middle;">S N A R T</td> <td>AIRFARE, RAIL, BUS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>CAR RENTAL & GAS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>PRIVATE CAR MILEAGE \$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>TAXIS/LOCAL TRANSPORT.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>PARKING TOLLS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="2">PER DIEM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">L A E M</td> <td>BREAKFAST</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>LUNCH</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>DINNER</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>REFRESHMENTS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="2">LODGINGS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td rowspan="3" style="text-align: center; vertical-align: middle;">R E O T H</td> <td>TIPS (OTHER THAN MEAL/TAXIS)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>TELEPHONE, POSTAGE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>OTHER</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="2">TOTAL EXPENSES PER DAY</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="10"> <p>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.</p> </td> <td colspan="2" style="text-align: center;"> GRAND TOTAL - EXPENSES </td> <td style="text-align: center;">-</td> </tr> </tbody> </table>												DATE (MM/DD/YY)											TOTALS (\$)	S N A R T	AIRFARE, RAIL, BUS										-	CAR RENTAL & GAS										-	PRIVATE CAR MILEAGE \$										-	TAXIS/LOCAL TRANSPORT.										-	PARKING TOLLS										-	PER DIEM											-	L A E M	BREAKFAST										-	LUNCH										-	DINNER										-	REFRESHMENTS										-	LODGINGS											-	R E O T H	TIPS (OTHER THAN MEAL/TAXIS)										-	TELEPHONE, POSTAGE										-	OTHER										-	TOTAL EXPENSES PER DAY		-	-	-	-	-	-	-	-	-	-	<p>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.</p>										GRAND TOTAL - EXPENSES		-
DATE (MM/DD/YY)											TOTALS (\$)																																																																																																																																																																																																				
S N A R T	AIRFARE, RAIL, BUS										-																																																																																																																																																																																																				
	CAR RENTAL & GAS										-																																																																																																																																																																																																				
	PRIVATE CAR MILEAGE \$										-																																																																																																																																																																																																				
	TAXIS/LOCAL TRANSPORT.										-																																																																																																																																																																																																				
	PARKING TOLLS										-																																																																																																																																																																																																				
PER DIEM											-																																																																																																																																																																																																				
L A E M	BREAKFAST										-																																																																																																																																																																																																				
	LUNCH										-																																																																																																																																																																																																				
	DINNER										-																																																																																																																																																																																																				
	REFRESHMENTS										-																																																																																																																																																																																																				
LODGINGS											-																																																																																																																																																																																																				
R E O T H	TIPS (OTHER THAN MEAL/TAXIS)										-																																																																																																																																																																																																				
	TELEPHONE, POSTAGE										-																																																																																																																																																																																																				
	OTHER										-																																																																																																																																																																																																				
TOTAL EXPENSES PER DAY		-	-	-	-	-	-	-	-	-	-																																																																																																																																																																																																				
<p>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.</p>										GRAND TOTAL - EXPENSES		-																																																																																																																																																																																																			