

Business Affairs Quick Reference Guide

- **Procurement of Goods:**
 - **PO Process:** Goods should be purchased through an approved Penn vendor via Purchase Order. A list of PO vendors can be found on the [University's Purchasing website](#).
 - Contact vendor and ask for a quote.
 - Request a PO by emailing quote to businesshelp@law.upenn.edu.
 - Email vendor their PO number.
 - Once the event has been completed the vendor should send the final invoice directly to the University's central Accounts Payable office. If they send you the invoice please forward a copy to Business Affairs.
 - **Alcohol:**
 - [For instructions on buying wine and spirits, click here.](#)
 - All beer purchases should be made via PO through a preferred contract supplier. For example, Springfield Beer Distributor.
 - **Procard:**
 - If an item must be purchased through a non-PO vendor, email businesshelp@law.upenn.edu and request that the purchase be made via Procard. Business Affairs will then schedule a time to meet and complete your transaction.

- **Payroll (all documents available on the [Business Affairs website](#)):**
 - **New Hire Documents U.S. Citizens and Resident Aliens:**
 - Signed Offer Letter
 - W-4
 - Completed Online I-9
 - Document(s) to verify I-9
 - Employment Information Form
 - Voluntary Self Identification Form
 - Copy of Social Security Card

 - **New Hire Documents Non-Resident Aliens:**
 - Signed Offer Letter
 - W-4
 - Completed Online I-9
 - Document(s) to verify I-9
 - Employment Information Form
 - Voluntary Self Identification Form
 - Copy of Social Security Card (If no Social Security Number, include the receipt from the Social Security Administration)
 - Foreign National Information Form
 - I-94 Card (Arrival/Departure Record)
 - Picture Visa – no Visa required for Canadian citizens and permanent residents
 - Unexpired Passport – if extended, please include page that shows extension

- Immigration Document (select one of the forms listed below)
 - I-20 for F-1 Visa
 - If on OPT, include page 3 showing the OPT dates
 - DS-2019 for J-1 Visa
 - I-797 for H-1 Visa
 - I-485 for Permanent Residency
- Employment Authorization Card (EAC) Card, if applicable
 - Student on OPT
 - Pending Permanent Residency
 - J-2, M-1 may work with EAD Card
- **Direct Deposit**
 - If you wish to sign-up for direct deposit, you may link to the [U@Penn site](#), and click on “Enroll in or Update Direct Deposit” in the “My Pay” section.
- **Time Reporting**
 - All non-exempt employees must report their time through the eTimeSheets application. Please see the [Business Affairs](#) website for URL and instructions.
- **Reimbursement Process:**
 - **Penn Faculty, Staff and Students:**
 - All students must seek reimbursement through Concur, the University’s expense and travel arrangement system. [Click here for Concur instructions and support.](#)
 - **Penn Travel Card:**
 - The Penn Travel Card is a Bank of America credit card that integrates with Concur and helps to keep work-related travel and entertainment expenses separate from personal expenses.
 - You can access more information about the Penn Travel Card through the University’s [TEM website](#).
 - **Non-Penn Affiliates/Visitors (US):**
 - The following signed, completed documents are typically required for any Non-Penn Affiliated reimbursements. [Click here to access the below documents.](#)
 - Guest Travel Reimbursement Worksheet
 - Itemized receipts indicating payment was made
 - W9 Form
 - Please email all of the completed forms to businesshelp@law.upenn.edu
 - **Non-Penn Affiliates/Visitors (Foreign National) Reimbursements:**
 - The following signed, completed documents are typically required for any foreign national. If you have any questions, please contact Business Affairs. [Click here to access the below documents.](#)
 - Copy of passport
 - Copy of stamp in passport
 - I-94 form, if applicable

- If you are here on a J-visa, form DS2019 is required
 - If you are here on a F-visa, form I-20 is required
 - Foreign National Information Form
 - W-8BEN
 - Guest Travel Reimbursement Worksheet
 - Itemized receipts indicating payment was made
- Please email all of the completed forms to businesshelp@law.upenn.edu
- **Frequent Non-reimbursable items ([Please click for complete list](#)):**
 - Acela train tickets
 - Alcohol
 - First class, business class, or preferred seating
 - Car service
 - Frequent flyer upgrades
 - Travel Insurance
- **Hotels:**
 - **Direct bill vendors:**
 - Inn at Penn
 - For room reservations or catering at the Inn at Penn, or for direct billing at Penne restaurant, [click here](#). Complete Sections I and II for hotel reservations, or sections I and III for catering or Penne reservations, and submit to businesshelp@law.upenn.edu for signature and submission to the hotel.
 - University Sheraton
 - For room reservations or catering at the University Sheraton, [click here](#). Complete Sections I and II for hotel reservations, or sections I and III for catering, and submit to businesshelp@law.upenn.edu for signature and submission to the hotel.
 - **PO Vendors:**
 - If the Inn at Penn or University Sheraton are not available or other accommodations are necessary please use an approved PO Vendor. [Click here](#) for list.

Please note that all of the aforementioned documents, policies, and applications can be accessed from the [Business Affairs website](#).