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](http://www.upenn.edu/purchasing).
    - Contact vendor and ask for a quote.
    - Request a PO by emailing quote to [businesshelp@law.upenn.edu](mailto: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](http://www.upenn.edu/purchasing).
    - 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](mailto: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](http://www.upenn.edu/purchasing) 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
    o 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

  o 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.

  o 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:
  o 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.

  o 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.

  o 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

  o 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

o 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:

  o 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.

  o 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.