**Business Affairs Memo:**

Congratulations on your Dean’s Speaker Fund grant. The Business Affairs team works closely with the Penn Law and University communities to ensure compliance and alignment with the overall goals and mission of Penn Law School. Our team will support the recipients needs and ensure that all financial activities comply with Penn and IRS polices*.* ***Please note that you are responsible for the appropriate management and budgeting of your grant*.** Please make sure to schedule a meeting with Ian Semmler (businesshelp@law.upenn.edu) to review and discuss Penn policies and procedures and ensure you have a successful event.

* **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://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/supplier-search.html).
		- Contact vendor and ask for a quote.
		- Request a PO by emailing quote and Dean’s Speaker Fund award letter to businesshelp@law.upenn.edu. POs **will not** be processed unless accompanied by a copy of the Dean’s Speaker Fund award letter.
		- 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://cms.business-services.upenn.edu/purchasing/component/content/article/3-default-making-purchases/443-how-to-buy-wine-and-spirits.html)
		- All beer purchases should be made via PO through a preferred contract supplier. For example, Springfield Beer Distributor.
* **Reimbursement Process:**
	+ **Penn Students:**
		- All students must seek reimbursement through Concur, the University’s expense and travel arrangement system. [Click here for Concur instructions and support.](https://www.law.upenn.edu/administration/businessaffairs/travel-and-reimbursements.php)
		- Concur reports **will not** be processed unless a copy of your Dean’s Speaker Fund award letter is attached as a receipt.
	+ **Non-Penn Affiliates/Visitors (US):**
		- The following signed, completed documents are typically required for reimbursement of any Penn Affiliated reimbursements. [Click here to access the below documents.](https://www.law.upenn.edu/administration/businessaffairs/travel-and-reimbursements.php)
			* Guest Travel Reimbursement Worksheet
			* Itemized receipts indicating payment was made
			* W9 Form
		- Please email all of the completed forms to businesshelp@law.upenn.edu along with a copy of your Dean’s Speaker Fund award letter. Reimbursements **will not** be processed unless accompanied by a copy of the Dean’s Speaker Fund award letter.
	+ **Non-Penn Affiliates/Visitors (Foreign National) Reimbursements:**
		- The following signed, completed documents are typically required for reimbursement of any foreign national. If you have any questions, please contact any of us in the Business Affairs office. [Click here to access the below documents.](https://www.law.upenn.edu/administration/businessaffairs/travel-and-reimbursements.php)
			* 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 along with a copy of your Dean’s Speaker Fund award letter. Reimbursements **will not** be processed unless accompanied by a copy of the Dean’s Speaker Fund award letter.
	+ **Frequent Non-reimbursable items (**[**Please click for complete list**](http://www.finance.upenn.edu/vpfinance/fpm/2350/2350_pdf/2350.pdf)**):**
		- 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 a direct bill for room reservations or catering at the Inn at Penn, or for direct billing at Penne restaurant, [click here](https://www.law.upenn.edu/administration/businessaffairs/check-purchase-requirements.php). 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 a direct bill for room reservations or catering at the University Sheraton, [click here](https://www.law.upenn.edu/administration/businessaffairs/check-purchase-requirements.php). 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](http://cms.business-services.upenn.edu/penntravel/preferred-vendors/hotels/local-accommodations.html) for list.

*Please note that all of the aforementioned documents, policies, and applications can be accessed from the* [*Business Affairs website.*](https://www.law.upenn.edu/administration/businessaffairs/new-hires-payroll.php)