UNIVERSITY of PENNSYLVANIA LAW SCHOOL
EXPENSE REPORT

PLEASE REMIT ALL FORMS AND ORIGINAL RECEIPTS TO:
Michelle Werner
Office of Business Affairs
3400 Chestnut Street, Ste. P-101f
Philadelphia, PA 19104

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<th>LAST NAME OF PAYEE</th>
<th>FIRST NAME</th>
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<th>SOCIAL SECURITY # (last 4 digits only)</th>
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MAILING ADDRESS

EXPLANATION OF BUSINESS PURPOSE FOR EXPENDITURE

I CERTIFY THAT THE EXPENDITURES LISTED BELOW WERE INCURRED BY ME WHILE ON OFFICIAL BUSINESS IN THE CITY OR CITIES LISTED BELOW AND DURING THE PERIOD LISTED ABOVE AND THAT IF AN AUTOMOBILE WAS UTILIZED FOR WHICH REIMBURSEMENT IS REQUESTED, IT WAS INSURED AT THE TIME OF TRAVEL FOR AT LEAST THE STATUTORY MINIMUM FOR BODILY INJURY AND PROPERTY DAMAGE.

SIGNATURE OF PAYEE

________________________________________

PLEASE ITEMIZE EXPENDITURES BELOW:
UNIVERSITY OF PENNSYLVANIA
STATEMENT OF BUSINESS CONNECTION

This agreement dated this ____day of ________________, 20____ by and between the University of Pennsylvania, a not-for-profit institution of higher education organized under the laws of the Commonwealth of Pennsylvania having its principal address at 3451 Walnut Street, Philadelphia, Pennsylvania 19104 (hereinafter referred to as the University), and ________________________________________________________, whose address is ________________________________________________________, (hereinafter referred to as Student/Trainee).

RECITALS

The University desires to obtain representation from the Student/Trainee and the Student/Trainee has agreed to provide representation and has agreed to provide the representation on the terms and conditions set forth in this Agreement.

Now, therefore, in consideration of the faithful performance of the obligations set forth herein and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the University and the Student/Trainee hereby agree as follows:

1. **Scope of Work.** The Student/Trainee will promote the business objectives of the University and/or consult with and advise the University on matters and/or perform representation relating to the following (provide full detail of scope of assignment).

2. **Time Devoted to Assignment.** In the performance of the Representation, the amount of time devoted by the Student/Trainee on any given day will be entirely within the Student/Trainee's control, and the University will rely on the Student/Trainee to put in such number of hours as are necessary to fulfill the requirements of this Agreement.

3. **Reimbursement of Expenses.** Student/Trainee shall be entitled to reimbursement from the University of certain approved out-of-pocket expenses in accordance with the accountable plan reimbursement policies of the University. In this regard, any approved expenses reimbursed by the University to Student/Trainee must be for a business purpose and must be adequately substantiated. Further, any excess reimbursements must be returned to the University in accordance with the University's accountable plan policy.

4. **Term.** The term of this Agreement shall commence on the date it is executed by the last to sign and shall continue through ________________, 20____, unless terminated by either party for any reason.

5. **Status of the Student/Trainee.** The University and Student/Trainee intend that the relationship established between them pursuant to this Agreement shall be that of Professor/Trainer and Student/Trainee. The manner and means of conducting the assignment are under the sole control of the Student/Trainee. Student/Trainee will be solely and entirely responsible for his/her acts during the performance of this contract.

6. **General.** This Agreement shall be interpreted in accordance with the laws of the Commonwealth of Pennsylvania. This Agreement constitutes the entire agreement of the parties with respect to the matters addressed herein and no modifications of this Agreement shall be enforceable unless in writing signed by both the University and Student/Trainee.

**TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA**

by: ____________________________________________
   (Business Administrator)

by: ____________________________________________
   (Dean, Chairperson or Director)

**STUDENT/TRAINEE**

by: __________________________________________

Last 4 digits of Social Security Number or Federal Tax Identification Number: ____________________________

(Rev. July 2008)
**Receipt Requirements**

It is an IRS requirement that the University retain, for a designated period of time, all documentation supporting requests for reimbursement relating to travel and entertainment. Individuals traveling and/or entertaining on official University business are required to submit dated original receipts with a Travel and Entertainment Request for Reimbursement form for all travel and/or entertainment related expenses of $25.00 or more.

**Acceptable Receipts**

**Airline/Rail**
The mode of air travel is expected to be the least costly consistent with the itinerary and particular University business involved. Discounted coach accommodations should be used and travelers are expected to take advantage of advance purchase rates or other airline discounts. Unreserved, coach and business classes of service on Amtrak and other rail carriers are reimbursable.

Receipt requirements vary depending upon the type of ticket purchased.

- **Paper ticket.** The original passenger receipt coupon from an airline or Amtrak ticket must be attached to the Expense Report in order to be reimbursed. Such receipts are provided to the traveler when a printed paper ticket has been purchased.

- **Electronic tickets.** If a traveler purchased an electronic ticket (from a travel agency or on the web), they should request a "passenger receipt coupon" be issued at the time of check-in at the airport. If they neglected to do that and an original passenger receipt coupon is not available, they will need to provide:
  1) proof of purchase such as a credit card receipt or itinerary/invoice, and
  2) boarding passes issued at the time of travel to provide the necessary documentation that the trip occurred.

- **Change / cancellation charges.** If the traveler incurred a change or cancellation penalty, the traveler should attach supporting documentation acknowledging that additional charge.

- **Service fees.** Service fees charged by travel agencies and travel web sites are reimbursable. Attach an itinerary/invoice or receipt showing the expense has been incurred.

**Private Automobiles**

Individuals using their own vehicles should keep track of their miles and submit that information on the Expense Report. No receipts are necessary but an attached mileage log is recommended. The traveler will be reimbursed at a mileage rate that covers all transportation and operating costs of the vehicle, including gasoline. Additional reimbursement will be made for turnpike tolls, bridge tolls and reasonable parking fees.

**Rental Cars**

A receipt from the rental car company showing the breakdown of costs i.e. daily rate, tax, city surcharge, etc. must be attached to the Expense report in order to be reimbursed. A credit card receipt is not sufficient documentation. Faculty and staff traveling on University business should decline the loss damage waiver (LDW) and other insurance, since this coverage is provided under the University's insurance policy and will not be reimbursed.
**Lodging**
The original hotel receipt showing the breakdown of expenses is required. If the original is lost, a copy should be obtained from the hotel and submitted with a brief explanation stating the original was lost.

**Business Meals/Entertainment**
Itemized meal receipts must be attached when submitting for reimbursement of business meals in order to ensure that costs are allowable for indirect cost allocation purposes. Restaurant tear tabs alone are not acceptable. Alcoholic beverages purchased when traveling on University business or during local business meals will only be reimbursed if purchased in conjunction with necessary business entertainment. A request for reimbursement of entertainment expenses must include the following: the date of the business meal or function, location, persons entertained and their affiliation, business purpose and amount. All receipts must include the name of the vendor, location, date and dollar amount.

**Missing or Lost Receipts**

An individual incurring travel and/or entertainment expenses who loses a required receipt should seek a duplicate and submit it stating that the original was lost but a copy was able to be obtained. When an acceptable duplicate cannot be obtained, an explanation must be attached stating that attempts were made to obtain a duplicate and that such attempts failed. In either case, any supporting documentation such as credit card statements must be attached to a signed statement that reimbursement of the expenses has not been and will not be paid from any other source.

**Partial Reimbursement**
If an expense is being partially paid by more than one entity, copies of receipts may be provided along with a brief explanation. If a school / center has previously agreed to reimburse an individual up to a certain amount, that amount should be shown on the form along with the accompanying documentation and the word "partial" written next to the total.

**Receipts in Foreign Currency**
If attaching receipts in foreign currency, please indicate the foreign exchange rate and the US Dollar equivalent amount on each receipt. Travelers should use the exchange rates at the time of travel. Currency exchange rates can either be provided by the traveler, obtained through the Travel Program Home page or from the Travel Office directly. If the traveler has used their American Express corporate card, their monthly statement will show the exchange rate and should be attached to the Request for Reimbursement to show the U.S. dollar equivalent.