



STUDENT REIMBURSEMENT POLICIES & PROCEDURES

Undergraduates with approved out-of-pocket expenses that do not fall into any of the categories below must submit expense reports for reimbursement through the [Concur Travel & Expense Management \(TEM\)](#) system *within 5 business days* of the transaction. Instructions can be found [here](#).

You will **never** be reimbursed for any of the following:

- *Anything from a vendor on the Penn purchase order system* (see [vendor list](#))—At least two weeks in advance, request a quote from the vendor, then email the quote with vendor name, email, and phone number to your assigned staff member, who will provide you with a PO number for the vendor.
- *Anything from the Penn Bookstore, Wharton Store, or Computer Connection*—Ask your assigned staff member for a “requisition form” for these vendors at least three business days in advance.
- *Campus Copy, University Club, Penne Restaurant*—Ask your assigned staff member for a local account form and the appropriate account number/card for these vendors at least three business days in advance.
- *Wharton Printing*—Contact your assigned staff member for a requisition form at least three business days before the date of your purchase or provide a Wharton Printing staff member with your club/organization name and ask him/her to email your assigned Undergraduate Division staff member for a budget code.
- *Tax* (some tax is reimbursable, but Penn is tax-exempt in almost all cases)
- *Copying or office supplies*—Use one of the above vendors or ask your assigned staff member for assistance at least 10 business days in advance.
- *Alcohol*
- *Gifts of any sort*—Contact your assigned staff member for alternative options at least 10 business days in advance.
- *Honoraria for speakers or payments to independent contractors*—See your assigned staff member at least 10 business-days in advance, as these must be paid via check.
- *Deposit holds for future events* (Wharton never provides vendors with deposits.)

Student Group/Program	Assigned Staff Member	Assigned Staff Member Email
Clubs	Lee Kramer	lkramer@wharton.upenn.edu
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