The Wharton School

University of Pennsylvania

**Jon M. Huntsman Hall**

**3730 Walnut Street**

**Philadelphia, PA 19104**



Concur - Reimbursement Request

**Have you used Concur before?** If not, please send me your **Full Name and Penn ID** so I may add you to the system.

**Also, in order for you to use the concur system you will need direct deposit. Please sign up for direct deposit here** [**https://portal.apps.upenn.edu/penn\_portal/u@penn.php**](https://portal.apps.upenn.edu/penn_portal/u%40penn.php) **if you’re not signed up already.**

Please submit your OIDD 415 project expenses through Concur reimbursement system (use the link below to log-in).

The following link will give you step by step instructions on how to upload your receipts and submit an expense report in Concur.

<http://cms.business-services.upenn.edu/penntravel/images/stories/NUI-TEM_Training/cncrtr%20-%20exp%20rpt%20for%20students-%20new%20ui.pdf>

Please remember the following when submitting your report

* Use Research Supplies as the expense type for each line item
* Remove all sales tax from receipts; the university does not reimburse for sales tax
* Provide a detailed justification in the business justification box
* The type of travel/reimbursement is non-travel expense
* In the report header, please input the following information
	+ School/center (07)
	+ Funding source (070-0709-1-000000)
	+ Program (1000)
	+ CREF (1722)