

University of Pennsylvania-CCEB
Expense Approval Form
Do not use this form for sponsored projects

Payee or traveler name:
Description of expense or travel destination:
Date needed or date(s) of trip
Amount of Expense:
Faculty/scholar name:
Fund number:

Justification of expense /Business Purpose:

(Describe below how this expense relates to the project / account being billed. This explanation should be detailed enough so that an auditor or central administrator can understand why this expense is allowable and allocable without reading full proposal or grant award.)

Certification: I hereby certify that the expense described on the travel reimbursement is allowable, allocable to the project, reasonable and in compliance with sponsor regulations and University policy. I have authorized the allocation of the expenses as listed on the Concur Expense report.

Faculty/scholar signature date