



Goldring Reentry Initiative Travel Reimbursement Process

For the full Penn policy regarding personal cars and ground transportation, visit the policy [here](#).

SP2 Quick Tips on this policy:

- **Applies to students while doing work for their GRI approved activities. This does not include travel to the GRI orientation and weekly seminar when held at Penn.**
- **Penn will reimburse car mileage when traveling by personal auto at the approved federal mileage rate.**
- **Penn will reimburse for SEPTA fares to and from jails or client visits. Detail from septakey.org or evidence of payment is required.**
- **Shared GRI calendars must be up to date at time of travel.**
- **Reimbursement requests must be submitted and approved within 182 days of end of travel.**
- **Taxi or car share reimbursements are only allowed when SEPTA is not a possible mode of transportation for the visit, and must be pre-approved.**
- **Work-study students:**
 - **Reimbursements are submitted via Concur. The request will automatically route to Catherine Weigley for approval before coming to Finance and Administration. For more details on how to use the Concur application, please visit the Concur site [here](#).**
- **If you are not a Work-study student:**
 - **Reimbursements are submitted through the Penn Marketplace. You must first register in the Marketplace by completing this form [here](#). You can then upload receipts and complete your travel reimbursement request by completing this form [here](#).**