

Critical Writing Program Travel Reimbursement FAQ

When should instructors seek approval?

At least a month before the conference. Appeals for funds after a conference has concluded will be reviewed, but there is no guarantee that the instructor will receive reimbursement.

How should instructors collect receipts?

Receipts should be submitted to facultyhelp as PDFs. We will not collect physical receipts. We are more than happy to help instructors properly scan receipts at the office copier.

What will we pay in advance?

Only airfare.

How long should instructors expect it to take to get reimbursed?

After they have submitted their receipts, about a month.

What will they need to seek reimbursement?

Instructors must first send requests for support to facultyhelp. Please provide the name, place, and date of conference, as well as the role you will play, the title of your paper or panel, or the reason you wish to attend the conference. Also include all relevant materials: proposal, slides, summary, documentation that you are presenting or attending (e.g., a copy of the program guide or web page). Note that you should be identified on the program as a representative of the Critical Writing Program. If the request is approved, instructors can submit PDF copies of their receipts to facultyhelp.

How are reimbursement requests processed?

[Through the UPenn Concur application](#). If you are seeking reimbursement, we ask that you make the Administrative Coordinator your proxy in the application, so they can arrange and submit the expense reports on your behalf.

How do I make someone my proxy in Concur?

[Consult these instructions](#). Please make sure to select the following options: can prepare, can view receipts, and receives emails.