

We are pleased and excited to announce that we have launched the new [Penn TEM Travel and Expense Management](#) website.

This new website provides a wealth of easily accessible travel and expense reimbursement information for Penn faculty, staff, students and visitors including:

- Direct access to Concur, a single source for online travel booking and expense reporting
- A listing of Preferred Travel Vendors, offering Penn-negotiated discounted rates for:
  - ❖ Lodging - local accommodations, extended stay properties, outbound travel
  - ❖ Ground transportation - rental cars, bus, train, car services, car sharing
  - ❖ Visas needed for international travel
  - ❖ Other essential services
- Best Practices for smooth travel planning and quick expense reimbursement
- Details on the new Penn Travel Card and an on-line application
- Current information on the rollout of Concur Expense across campus; and other critical updates related to your travel and expense needs
- Training materials for Concur Expense users and approvers
- A direct link to Penn travel and reimbursement policies
- Helpful travel links including GAR, international travel, flight check-in, flight status and more

Please visit and bookmark this site. Also, please remove any bookmarks to previous Penn travel sites.

Penn Travel Services is available to answer any questions you may have about travel and expense policies and procedures.

Contact us at [travel@exchange.upenn.edu](mailto:travel@exchange.upenn.edu). We are always happy to help.

Thank you,  
Hilary

*Hilary Easley*

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