

UNIVERSITY OF PENNSYLVANIA
SCHOOL OF ARTS AND SCIENCES
Williams Hall Business Administration Services

WHBAS "Individual" Transaction Request Form



Requestor Information

Dept./Center/Program: _____

Requestor's Name: _____ Today's Date: ____ / ____ / ____

Account to Charge: _____

Account Authorization Signature : _____

(Account Owner or Dept/Center/Program Point Person)

I CERTIFY THAT THE EXPENDITURES LISTED BELOW WERE REVIEWED BY ME AND
THAT ALL REQUIRED SUPPORTING DOCUMENTATION IS ATTACHED.



Payee Information

Name: _____ (First, MI, Last)

Faculty Staff Student (US Citizen) Student (Foreign Nat'l) Guest (US Citizen) Guest (Foreign Nat'l)

Address that Check Should Be Mailed to : _____

Last 4 digits of Payee Social Security Number (only) * * * * * _____

Payee Signature: _____

I CERTIFY THAT THE EXPENDITURES LISTED BELOW WERE INCURRED BY ME IN CONJUNCTION WITH OFFICIAL
UNIVERSITY BUSINESS, COMPLY WITH ALL APPLICABLE POLICIES, ARE ACCURATE AND THAT
I AM NOT REQUESTING REIMBURSEMENT FROM ANY OTHER SOURCE.



Transaction Requested

- Entertainment Expense Reimbursement** (include CIA) in the amount of \$ _____ • _____
- Honorarium Payment** (include W9, lecture poster) \$ _____ • _____
- Payroll / Additional Pay Request** in the amount of \$ _____ • _____
- Travel Expense Reimbursement** in the amount of \$ _____ • _____
- Travel Advance Request** (include C7A) in the amount of \$ _____ • _____
- Travel Advance Reconciliation** / Amount of Advance \$ _____ • _____
Reimburse additional monies in the amount of \$ _____ • _____
- Payment for Services** (Provided by an individual, **not** a company.) in the amount of ... \$ _____ • _____
Describe service(s): _____
- Other Reimbursement** in the amount of \$ _____ • _____
Please explain: _____

- **Note:** For individuals who are **NOT** United States citizens or resident aliens (green card holders), please consult the Business Office **well in advance** for advice on payment requirements. Thank you.
- **Note:** Please attach any backup correspondence, lecture posters, or forms to this request. If you have any doubt as to what is required for a specific transaction, please contact the Business Office. Thank you.