

The business office has created some helpful reminders for you that the Penn Bank of America card should be used for the following items:

- travel
- university business entertainment (i.e., lunch with business guests). SAS Limit for dinner is \$75.00 per person. SAS Limit for lunch is \$30.00 per person.
- conference fees
- professional memberships
- subscriptions
- books used for research (tax not reimbursed)

All other purchases should be made through your department via a purchase order, departmental purchasing card, or computer and/or bookstore requisitions (please see business office staff member for computer and/or bookstore requisitions).

Please do not purchase supplies or services of any type on your own because Penn and SAS policy do not allow for reimbursement.

Penn travel card FAQs: <http://cms.business-services.upenn.edu/penntavel/about/faqs-and-helpful-information/46-penn-travel-card-faqs.html>

Apply for a Penn travel card

<https://travelcardapp.apps.upenn.edu/travelCardApp/jsp/fast2.do?bhcp=1>

Note: On your Bank of America Card application, please be sure to list **Kim Peurifoy** as the approver *not Kristin Nestor* as Kim has been designated by the School of Arts and Sciences as the higher level approval for BOA card applications for the McNeil Business Office.