

UNIVERSITY OF PENNSYLVANIA  
GRADUATE SCHOOL OF EDUCATION

DEPARTMENT/DIVISION OR CENTER NAME:

**EXPENSE APPROVAL FORM**

<b>Date:</b>		
<b>Method of Procurement:</b>		Guest Travel Reimbursement Journal Transfer Pay (via PDA Form) Petty Cash Purchasing Card Purchase Order
<b>Vendor:</b>		
<b>Description of Item/Service/Event:</b>		
<b>Business Purpose:</b>		
<b>Amount:</b>		
<b>Budget to Charge:</b>		
<b>Name of Authorized Signer:</b>		
<b>Signature:</b>		

<b>Form Prepared By:</b>	<b>Phone:</b>	
	<b>Email:</b>	