Supplier Portal Reimbursement Instructions for US Citizens

* Reimbursement Process:
  + Before traveling to Penn-
    - To start the portal onboarding process please provide the below information to your Penn Law staff contact. Please note that all information should appear as it does on your tax documentation.
    - If a company is paying for your travel you will need to provide the companies tax/contact information.
      * Supplier name (traveler or company)
      * Street address
      * City
      * State/Province
      * Zip Code
      * Contact first name (if different than supplier name)
      * Contact last name (if different than supplier name)
      * Email address
      * Phone number
    - A link to Penn’s Supplier Portal will be emailed from **DONOTREPLY@sciquest.com**. You will be asked to upload any necessary tax information (in most cases a completed W9) and provide banking information for direct deposit payments.
      * If you wish to be paid via ACH (direct deposit) you must select ACH as your payment option.
      * A [**guide**](https://cms.business-services.upenn.edu/purchasing/images/stories/pdfs/individual%20registration%20guide%203.26.18.pdf) is available to help you complete the registration process.
    - **Please note**: You will only have to register once and can update any biographical, tax, or banking information through the portal.
  + After traveling to Penn-
    - Provide signed completed scans or originals of the attached Guest Travel Reimbursement form (link below) and all itemized receipts showing proof of payment. If you request reimbursement for mileage please provide a map or directions showing mileage. **Please send the scans in one e-mail to your contact at Penn Law.**
    - If your company needs to be reimbursed, please provide an invoice for the requested amount.
    - [Guest Travel Reimbursement Worksheet](https://www.law.upenn.edu/live/files/5359-guest-travel-reimbursement-worksheetxlsx)

Inquires about the new portal may be directed to the Supplier Support Team at SupplierSupport@upenn.edu or call 215-898-7216. The Center's hours of operation are Monday - Friday from 9 a.m. - 5 p.m. US Eastern.

Supplier Portal Reimbursement Process for Foreign Nationals

* Reimbursement Process:
  + Before traveling to Penn-
    - To start the portal onboarding process please provide the below information to your Penn Law staff contact. Please note that all information should appear as it does on your tax documentation.
    - If a company is paying for your travel you will need to provide the companies tax/contact information.
      * Supplier name (traveler or company)
      * Street address
      * City
      * State/Province
      * Zip Code
      * Contact first name (if different than supplier name)
      * Contact last name (if different than supplier name)
      * Email address
      * Phone number
    - A link to Penn’s Supplier Portal will be emailed from **DONOTREPLY@sciquest.com.** You will be asked to upload any necessary tax information and provide banking information for direct deposit payments.
      * If you wish to be paid via ACH (direct deposit for a US bank account) you must select ACH as your payment option.
      * If you wish to be paid via wire transfer you must select Wire as your payment option.
      * A [**guide**](https://cms.business-services.upenn.edu/purchasing/images/stories/pdfs/individual%20registration%20guide%203.26.18.pdf) is available to help you complete the registration process
    - **Please note**: You will only have to register once and can update any biographical, tax, or banking information through the portal.
  + After traveling to Penn-
    - Provide signed completed scans or originals of the attached Guest Travel Reimbursement form (link below), all itemized receipts showing proof of payment and any necessary immigration documentation (below). If you request reimbursement for mileage please provide a map or directions showing mileage. **Please send the scans in one e-mail to your contact at Penn Law.**
    - Immigration Documentation ([click here to access the below documents](https://www.law.upenn.edu/administration/businessaffairs/travel-and-reimbursements.php))
      * Copy of passport
      * Copy of stamp in passport
      * I-94 form, if applicable
      * If you are here on a J-1 visa, form DS-2019 or “Certificate of Eligibility for Exchange Visitor (J-1) Status” is required
      * If you are here on a F-visa, form I-20 is required
      * Foreign National Information Form
      * W-8BEN
    - If your company needs to be reimbursed, please provide an invoice for the requested amount.
    - Unless notified, all reimbursements will be issued in USD
    - [Guest Travel Reimbursement Worksheet](https://www.law.upenn.edu/live/files/5359-guest-travel-reimbursement-worksheetxlsx)

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