MANAGEMENT

FACULTY HANDBOOK

Management Department
Wharton School
University of Pennsylvania
2000 Steinberg-Dietrich Hall
Philadelphia, PA 19104-6370

Telephone: 215.898.7722
Fax: 215.898.0401

Website: www.management.wharton.upenn.edu

Introduction and Contents

This handbook has been designed to assist the faculty in the Management Department in getting things done. It will help faculty determine what services the staff provides and what items the Department furnishes, how and from whom to get them. This handbook also outlines specific procedures that affect faculty on a continuing basis (e.g., accounts payable, course activities, etc.). The handbook's function is to provide a quick reference to most of the commonly asked questions; however, it is not designed as an end-all, catch-all. There are exceptions to every rule. The most important contribution of this handbook is to give faculty a basic understanding of our bureaucracy and who to talk to about it. Procedures that are effective are procedures that change. Therefore, over time many of these procedures will be updated. Feedback is vital. Consulting with the Department's Manager, Linda Pierson, is always the first and most constructive step when comments and concerns come up. Please keep this handbook within reach whenever a question arises, and let Linda know if a question is not answered here.

The handbook is set up in the following manner:

- A listing of Department staff and contact information:
    - Contact Information
    - Staff Organization Chart
    - Staff Directory
    - Index of Staff Services

- A listing of Department procedures according to the following areas:
    - General Operations
    - New Grant Submission Process
    - Course Scheduling & Teaching Policies / Guidelines
    - Higher Level Approval
    - DARTS: General Guidelines
    - DARTS: Purchases and Non-Travel Reimbursement Policies
    - Reimbursements: Request for Payment Policy
    - Travel & Entertainment Reimbursement Policy
    - Wharton Student-Faculty Meals Program
    - Hiring Students
    - Space Policy
    - Visiting Doctoral Students

- Index

Contact Information

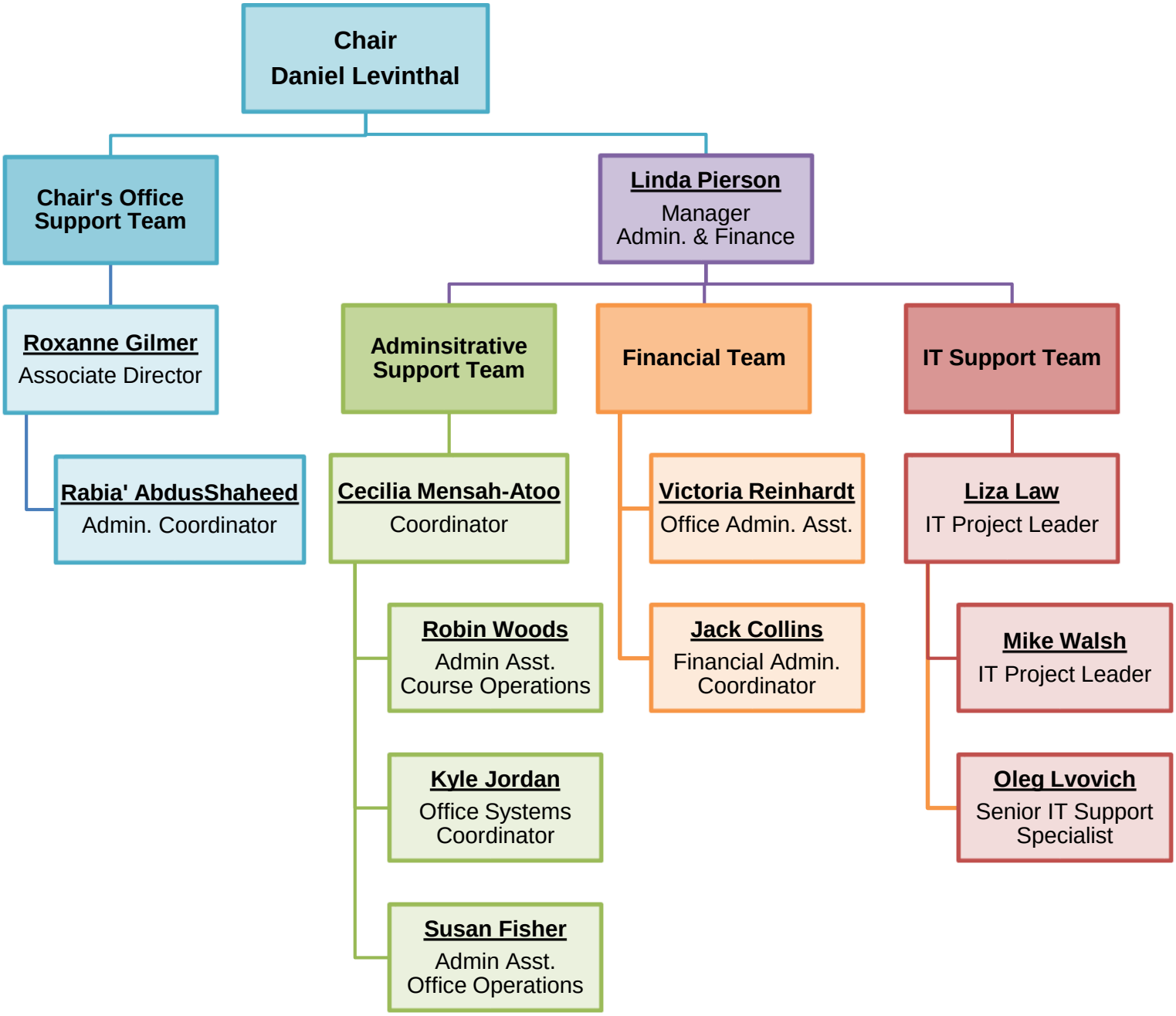
Emails

Administrative Help Desk	MGMT-support@wharton.upenn.edu
Course Requests	MGMT-course-helpdesk@wharton.upenn.edu
IT Help Desk	MGMT-helpdesk@wharton.upenn.edu
Grader Requests	MGMT-grades@wharton.upenn.edu
Payroll Requests / Student Time Approvals	MGMT-payroll@wharton.upenn.edu
Service Requests	MGMT-office-facility@wharton.upenn.edu
Management Travel	MGMT-travel@wharton.upenn.edu

Important Telephone Numbers

University Public Safety	511 (on-campus telephone)
University Public Safety	(215) 573-3333 (off-campus telephone)
Division of Public Safety Main Number	(215) 898-7297
School Closings / Weather Emergencies	(215) 898-MELT (6358)
Penn Shuttle	(215) 898-RIDE (7433)
Penn Escort Service	(215) 898-WALK (9255)
Division of Public Safety Special Services	(215) 898-4481

Management Department Staff Organizational Chart



Staff Directory

RABIA' ABDUSSHAHEED
Administrative Coordinator to the Chair
abdusshr@wharton.upenn.edu
(215) 898-7724
3210 SH-DH

JACK COLLINS
Financial Administrative Coordinator
johnfc@wharton.upenn.edu
(215) 573-5545
2102 SH-DH

SUSAN FISHER
Administrative Assistant Office Operations
susanf3@wharton.upenn.edu
(215) 898-7722
2000 SH-DH

ROXANNE GILMER
Assistant to the Chair
gilmer@wharton.upenn.edu
(215) 898-9355
3212 SH-DH

KYLE JORDAN
Office Systems Coordinator
kylej@wharton.upenn.edu
(215) 746-6669
2044 SH-DH

LIZA LAW
IT Project Leader
lizal@wharton.upenn.edu
(215) 573-0241
2009 SH-DH

CECLIA MENSAH-ATOO
Coordinator Office Operations
atoo@wharton.upenn.edu
(215) 898-5449
2045 SH-DH

OLEG LVOVICH
Senior IT Support Specialist
olvovich@wharton.upenn.edu
(215) 898-7342
2007 SH-DH

LINDA PIERSON
Manager, Administration, & Finance
pierson@wharton.upenn.edu
(215) 898-1071
2104 SH-DH

VICTORIA REINHARDT
Office Administrative Assistant
reinharv@wharton.upenn.edu
(215) 746-8635
2101 SH-DH

MIKE WALSH
Senior Systems Administrator
mikew@wharton.upenn.edu
(215) 573-4124
2011 SH-DH

ROBIN WOODS
Administrative Assistant Course Operations
woodsr@wharton.upenn.edu
(215) 898-7971
2043 SH-DH

Index of Staff Services

MANAGER

Linda Pierson

- Administrative Policy Issues
- Budgetary / Financial Policy Issues
- Grants Administration (Initiation/Preparation)
- Staffing / Administrative Issues

ADMINISTRATIVE

Administrative HelpDesk / Kyle Jordan

- Copying
- Faxing
- Filing / Office Organization
- Scanning
- Mail merges
- Campus pickups/deliveries

Susan Fisher

- Contact Information
- Display Case
- Facilities Issues
- Housekeeping Issue
- Mail Delivery / UPS
- Keys
- Office Space
- Room Scheduling (Conference Rooms)
- Security Issues
- Supplies (Inventory)
    - See Victoria Reinhardt for Ordering
- Telephone Issues

Cecilia Mensah-Atoo

- Administrative HelpDesk /Operations Policy Issues
- Websites
- Letters of Recommendation

Robin Woods

- Course Policies & Procedures
- Doctoral / PhD Program
- Course Packs
- Graders
- Grades / Change of Grade
- Room Scheduling (Classrooms)
- Syllabi
- Textbooks

CHAIR'S OFFICE

Roxanne Gilmer

- Appointments / Reappointments
- J1, H1B and Permanent Residence Filings
- Leaves of Absence/FMLA
- Promotions
- Reductions in Duty
- Resignations
- Retirements/FIAPs
- Tenure Clock Extensions

Rabia'AbusShaheed

- Recruitment (Faculty)
- Seminars
- Receptions/Social Events

FINANCIAL

Victoria Reinhardt

- Business Cards (Department Covers Initial Supply)
- Department NotePad (Department Covers Initial Supply Only) & Stationery
- DARTS
- Memberships & Subscriptions
- Purchasing
- Reimbursements
- Supplies (Ordering)
- Travel Reimbursements
- Work-Study Program

Jack Collins

- Payroll
- Grants Administration (Post Set-Up Maintenance)

IT

IT Help Desk

- Computing Issues
- E-mail Issues

General Operations

Display Case

The Display Case is mounted on the wall just outside the suite door and it is to be used for the display of current, published Management faculty books and articles. Please give Susan Fisher a copy of the book or article to be displayed.

Emergency Closing (University)

In the event of the University closing due to inclement weather, please call (215) 898-MELT for information.

Facilities/Housekeeping Requests

Susan Fisher handles all requests to Facilities and/or Housekeeping (concerning replacement of lights, cleaning, etc.).

Faculty Schedules

Faculty should inform Susan Fisher of their office hours each semester, and also when they are going to be out of town stating, how long they will be out, the date of their return, and whether they want their mail to be put in their office while they are away.

I.D. Cards

Victoria Reinhardt provides information on obtaining University identification cards for faculty (replacement) or temporary identification cards for approved visiting scholars

Keys

All keys for the Department are maintained by Susan Fisher**.** Each key is tagged, and a computerized log of corresponding door entries is maintained. Faculty are given one key to their individual door, along with one suite key. There is a $10.00 fee for lost keys. Keys are cut on Tuesdays and Thursdays only. Students requesting a key to a faculty member's office must have a written note from the faculty member. A $10.00 deposit must be collected; it is refunded upon return of the key. No RAs or work-study students will be given suite keys due to the high incidence among these students of key loss.

Mail Delivery

Mail deliveries and distributions are 9:45 am and 1:30 pm daily. Any mail after these deliveries will not go out until the next morning. Faculty should not take mail to the mailroom as a preprinted Management authorization form must accompany all mail to be processed. Susan Fisher signs for all packages (including UPS) and other deliveries received for faculty.

Photocopying

The photocopiers can be accessed by typing your personal authorization code at the copier. Please logout after each session so that your account is not charged by those using the copier after you.

Photocopying Requests

Photocopying requests should be submitted directly to Kyle Jordan (or in the "Copying Requests" bin outside his office). Faculty should complete the Photocopying Request form. It is important to complete this form in its entirety, especially noting all dates and deadlines. Note that it is illegal to copy books in their entirety. Please try to purchase all books.

Office Furniture

Replacement or additional office furniture must be requested through Victoria Reinhardt. Wharton School policy determines what the Department or faculty will fund.

Telephone Concerns/Requests

All telephone questions (e.g., line changes, set problems, etc.) should be addressed to Susan Fisher.

UPS

UPS materials may be picked up in the supply closet and forms can be obtained from Susan Fisher, Cecilia Atoo, or Kyle Jordan.

New Grant Submission Process

In the past grant proposals were submitted on paper to the Office of Research Services (ORS) for University approval. As of December 2008 the Office of Research Services required that all grant proposals be submitted through a mandatory electronic proposal submission system: PennERA. Consequently, when planning to submit any grant proposals please include Linda Pierson in the process before anything is submitted to the sponsor.

To learn more about the process, reference materials are available on the PennERA web site and can be accessed from the left toolbar on the main PennERA page at www.pennera.upenn.edu.

Approval Process

The approval process set up in PennERA is similar to the paper submission, with a slight accommodation for Department Chairs. The points along the approval process follow:

- The BA will upload a proposal into the PennERA system, and certify to its accuracy and completeness. The proposal will automatically be forwarded to the PI.

- The PI will review and certify that all related significant financial interests have been disclosed, and "Participation Agreements" have been signed by all personnel proposed to work on the project.

- The Department Chair will review and approve the project signifying that he/she attests to the academic purposes of the proposed project; its department compatibility; and appropriateness in terms of budget, space, equipment and availability of personnel. The accommodation is that chairs will not need to approve the request online. The PennERA system will notify chairs that the request is in process. This notification will include a link into the PennERA system. Chairs can access the information that way, or ask that a printed copy be given to them for their review. After they have reviewed the information, they should send an email to the BA noting their approval. That email giving approval should be forwarded to the Controller.

- Upon receipt of the department Chair's approval, the Controller will review and certify on the proposal and forward to ORS.

All proposals must be received by the office of research and services for review three business days prior to the application deadline.

Course Scheduling & Teaching Policies/Guidelines

The School has mandated that Wharton departments develop a policy to govern the protocol for faculty members' usage of accrued teaching credit overloads. Here is the Management Department's policy as approved by the Dean's office:

- Effective FY 2008 (Fall 2007 - Spring 2008) no faculty member will be financially compensated for a teaching overload. Requests for exceptions due to highly unusual circumstances may be submitted to the Dean's office with the approval of the Department Chair.

- The use of overloads to reduce your teaching schedule must be pre-approved by your area coordinator, academic coordinator, and department Chair by December 1st of the preceding year (e.g. the use of a course overload to reduce teaching load in Fall 2008 or Spring 2009 must be approved by December 1, 2007).

Higher Level Approval – Travel & Entertainment Reimbursements

Wharton's Policy for the new higher level approver on Travel & Entertainment reimbursements thresholds are as follows:

- Faculty: $500 and above needs higher level approval
- Staff: All T & E reimbursements need higher level approval
- PhD's: All T & E reimbursements need higher level approval (PhD Coordinator is acceptable as higher level approver)
- Recruiting: $500 and above needs higher level approval
- Seminar Speakers: $500 and above needs higher level approval
- Guest Lecturers: $500 and above needs higher level approval

DARTS: General Guidelines

Details

- DARTS (Department Allotment for Research and Teaching Support) is the Chair-approved departmental funding to faculty **(**without endowed chair research funding) in support of teaching and research related activities. The amount is pending the availability of budget funding. The current allotment is $13,500.

- DARTS is funded on the *fiscal year* July 1 through June 30.

- Expenditures must conform to University guidelines and may <u>not be for personal use</u> (including personal software/hardware or audio/visual equipment). University audit sales require that all purchases of this type must be processed through the University; <u>purchases made with personal funds will not be reimbursed.</u>

- All purchases and reimbursements <u>must have a detailed business purpose</u>. Please include course numbers, project/research titles, conference names, etc. when applicable.

- Effective July 1, 2009 (FY 10) DARTS will carry forward up to two times your annual DARTS budget. If your annual DARTS amount is $13,500, the most you can roll over to the next year is $27,000. This implies that the starting value of your DARTS account (at the beginning of a fiscal year) cannot be larger than 3 times your annual amount; in this example it could never be larger than $40,500.

- All purchase requests should be made by <u>mid-April</u> in order to ensure that there is sufficient time for processing (and allowing time for back orders, re-ordering, etc.).

- No portion of DARTS should be directed towards compensation of a faculty member.

Staff Support

- <u>Linda Pierson</u> oversees all budgetary/financial, A/P and DARTS activities for the Department and Centers.

- <u>Victoria Reinhardt</u> processes all purchases, reimbursements, advances, supply orders, long distance phone/fax charges, voice mail charges, and monthly copy usage charges. These charges are incorporated in your DARTS reports, which are available online or on demand.

Allowable Purchases / Reimbursement from DARTS

- Academic Books Orders (i.e. through Amazon.com)
- Bookstore Purchases
- Business Travel
- Business Meals (with non-Penn faculty)
- Computer Connection Purchases
- Computer Equipment, Software, & Supplies
- Conference Fees
- Graders, Research Assistants (RAs), Teaching Assistants (TAs), and Student Workers
- Inviting speakers to present papers at Penn seminars
- Journal Submissions
- Mail and UPS
- Memberships
- Phone Charges (Department Office and Cell Phone)
- Photocopying
- Subscriptions
- Supplies
- Work Study Students

More information on allowable purchasing can be found in the **Reimbursement** and **Purchasing** sections.

Faculty Payroll Concerns/Requests

Faculty payroll concerns are managed by Linda Pierson. Please inform Linda of additional funding expected (e.g., summer research). Address changes affecting W-4 forms should be made online at U@Penn (www.upenn.edu/u@penn). All payments for services rendered must be made through payroll unless the individual or company is a licensed contractor.

Invoices (Direct Payment is the University Preferred Way of Purchase)

Some items and/or activities can be paid by invoice. Invoices should be forwarded, along with all memos, letters, and other related materials to Victoria Reinhardt. Payment will be made within ten days. Examples of expenses that may be paid in this manner include:

- Books
- Expenditures authorized in advance by the Comptroller
- Memberships
- Minor repairs to equipment (less than $100)
- Official entertainment
- Registration fees
- Reprints
- Subscriptions to publications
- Miscellaneous emergency supplies (less than $50)

In compliance with University policy membership fees will not be reimbursed if paid with personal funds. Please do not make any purchases/payments without-thorough knowledge of University reimbursement policy.

Research Funding Awarded By Another Department or Center

Funds may be awarded as expenses or salary. Funds may be managed by the awarding department/center or transferred to the Management Department. If a transfer is in order, the funding amount and source must be documented in writing and a copy must be forwarded to the financial staff in the department who will coordinate the transfer. If awarded as salary, please note that full-time employees will incur an employee benefit deduction.

Summer Funding

According to terms of offer letter, faculty may receive summer funding for research support.

Tax Exempt Status

The University of Pennsylvania is a (sales) tax exempt institution. It does not pay sales tax on any purchases other than alcohol and meals. When necessary (rarely), a tax exempt certificate will be supplied by the Purchasing Department. To obtain one, a call must be placed one or two days in advance, and the name of the vendor, item ordered, and Department order form must be provided.

DARTS: Purchases and Non-Travel Reimbursements

All purchases and reimbursements will be deducted from your DARTS account, unless you specifically ask for the amount to be taken out of another fund.

Purchase request should be made through Victoria Reinhardt as the University is eliminating reimbursements to individuals. Individual purchases will be reimbursed, but original receipts and business purposes must be provided - **you will not be reimbursed for tax.**

Any equipment (i.e. computers, printers, cell phones, calculators, etc.) purchased through the University regardless of funding source is University property.

Academic Book Purchases

To order a book, you can submit the website address (and/or order form) to Victoria Reinhardt. Please include a detailed business purpose in the email.

Business Cards, Department Letterhead, Personalized Notepads

Any item bearing the Wharton logo and used for official purposes must be approved. Standards of appearance are strictly followed.

Victoria Reinhardt places all orders for business cards and personalized note pads. Samples may be viewed before ordering, and proofs must be signed off before final printing. The department will supply the first order of business cards and personalized notepads to new standing faculty (associated or temporary faculty are not authorized for business cards). More supplies can be purchased using DARTS. Individualized letterhead is not supported by the Department.

Computer Equipment, Software, and Supplies

New faculty receive their initial system and software from the department. All other purchases are charged to your DARTS. The University must be the purchasing agent. Personal funds will not be reimbursed. Any equipment purchased (i.e. computers, printers, cell phones, calculators, etc.) through the University, regardless of funding source, is University property. This property cannot be retained by you if you leave the University.

Mail and UPS

Mail and UPS expenses will be charged to your account. DARTS accounts are not charged for any first class mail, including bulk mailings. University postal services cannot be used for personal mailings (i.e., holiday cards).

Memberships, Conference Fees, Subscriptions, Journal Submissions

These expenses are paid directly by the department and charged to your DARTS – simply provide enrollment/subscription forms to Victoria Reinhardt.

Submission fees are processed through Accounts Payable. The check will be included with the manuscript and forwarded by that office. Or, you may pay the fee with a personal check. A copy of the canceled check (front and back) is required for reimbursement.

Private, personal club memberships (including the Penn Club) will not be reimbursed through the University.

Photocopying

All photocopying charges, whether done in Reprographics or on the departmental copiers, will be charged to your DARTS. The Department charges a per-copy fee. The actual amount for any work done by Reprographics will be charged; Reprographics charges are higher than the department's.

Note: It is illegal to copy books in their entirety. Consequently, neither department staff nor Reprographics will copy entire books. Please purchase all books.

Requisition Forms

Bookstore and Computer Connection purchases should be made on requisition forms for tax purposes. Please email Victoria Reinhardt to request a requisition; detail the business purchase and the requisition will be issued. Purchases made with requisitions receive a 10% discount. To use the form you will need to present a valid Penn ID at the time of purchase. Return the gold copy to Victoria Reinhardt within 1 day of receiving the requisition form. Requisitions may not be used for personal purchases.

Special or Custom Office Equipment or Furniture

The department supplies a desk, credenza, a desk chair, two visitor chairs, 3 two-drawer file cabinets, and 20 book shelves and one desk lamp. All other equipment or furniture requested will be charged to your DARTS. The purchase of furniture for a home office is <u>not an allowable expense.</u>

Supplies

To order supplies that are not provided in the supply closet contact Victoria Reinhardt.

Telephone Bills

This amount is deducted from DARTS.

Policy on IT & Telecommunications Reimbursements for Faculty

Computing Equipment: Laptops, Desktops, iPads, Printers

As with any reimbursement request, for each new device, please state the business purpose. Most of this equipment is expected to have at least a 2-year useful life. If you need to purchase say a 2nd laptop within a 2-year window, you need to provide the University with a detailed note indicating how the desired product provides valuable functionality for teaching or research beyond what your existing products/technologies provide.

Please note, all of these devices are considered to be property owned by the University.

Cellular Devices: Cell Phones, iPhone, Blackberries

You are allowed to get reimbursed for one device. The University's preferred way is that you purchase your cellular devices through the University (in our case through Victoria). As above, these devices are expected to have at least a 2-year useful life. If you need to purchase say a new device within a 2-year window, you need to provide the University with a detailed note indicating how the desired product provides valuable functionality for teaching or research beyond what your existing products/technologies provide.

Please note that all equipment/devices purchased through the University or reimbursed by the University are considered University property and must be either returned to the University or bought out upon departure from University employment.

Payment of Monthly Usage Charges

The following are charges that you can get reimbursed for, if they are accrued for business related purposes:

- One internet connection at home.
- Data plans for iPads.
- Mobile internet access fees for laptops
- The monthly usage charges for one phone, e.g., a Blackberry, or an iPhone, or a regular cell phone (both data plans and call charges). The University's preferred way is that you purchase your cellular device through the university (in our case through Victoria). That way the monthly usage charges will be directly billed to your account, and you do not need to file reimbursement requests every month. Alternatively, you can submit your cellular device bill every month. When you do so, please note the percentage of usage that was conducted for business related purposes. For instance, you might indicate that 75% (or 50% or 100%) was for business related purposes. Please note, if you have a telephone bill that contains more than one number, it is your responsibility to highlight the charges on your bill that are connected to the phone that you have designated as your "business phone."

Please note, all of these usage charges will come from your DARTS account.

Reimbursements: Request for Payment

Payments to Individuals

The University wants to stop the reimbursements to individuals. However if there is a need to pay an individual, the University requires that an original invoice, a business purpose for the purchase, and the receipt given within 10 days of service. To avoid having to be reimbursed all orders or request should be sent to Victoria Reinhardt. Here are a few things necessary for processing a payment to an individual:

- A check is produced for vendors within thirty (30) days from the date of the invoice, provided the invoice is not "on hold" in BEN Financials.
- A W-9 is required for all individuals in order to be added to the vendor database. In addition, a W-9 is required for all individuals at the beginning of each calendar year in order to remain active in the vendor database.
- A C-12 is required for all individuals with the status of Independent Contractor

Travel & Entertainment Reimbursement

Travel to academic conferences and meetings, both domestic and foreign, will be charged to your DARTS – unless specifically requested to be reimbursed from another fund. Please refer to www.travel.upenn.edu for extensive information regarding travel, including personal/business meal expenses while traveling, entertainment expenses and other important details.

Note: First Class travel is prohibited unless traveling abroad for flights seven hours or longer.

Travel Planning Process

- Where possible, utilize one of Penn's preferred agencies to purchase tickets. You will find them listed on the Travel Portal: www.travel.upenn.edu
- Have your BA's name and fax number available prior to making a reservation for the airline billing account requires BA approval and accounting information prior to ticketing.
- Non-standard travel arrangements such as first class airfare or deluxe hotel accommodations must be approved on a Reimbursement Justification form by the appropriate level of higher level approver prior to payment.

While Traveling

- Maintain original detailed/itemized receipts for all expenses incurred in excess of $25.
- Travel Advances are limited in scope and purpose and require an Advance Justification form as to why standard payment methods do not apply.
- Be mindful of University policies related to expense limits, e.g. business meals should not exceed $35 per person for lunch or $80 per person for dinner. Exceeding these limits requires a Reimbursement Justification form completed by the traveler and approved at the designated approval level prior to payment.

When Submitting a T&E Reimbursement form for Processing

Timely Submission of Reimbursement forms. Submit reimbursement requests within 10 days of the trip end date to ensure compliance with IRS accountable plan requirements and avoid unfavorable tax consequences. Reimbursements submitted after 6 months will not be reimbursed.

Business Purpose. Document the business purpose of each trip. Business meals should be stated on the front of the Travel form and listed on the C-1A form. Explanations such as "University Business" or "Business Meal" are not sufficient. Provide enough detail on the supporting pages or on the Reimbursement Justification form to ensure that an external reader would understand the business purpose of the expense. Include project/research titles when applicable.

Necessary supporting documentation. Include meeting agendas, conference registration documents, etc. to support the business purpose of trips. Include all original receipts for items of $25 or more to support the expenses for which reimbursement is requested. Original receipts

must show the nature of the expense, date or purchase, name of merchant, amount of charge, transaction details, form of payment and that payment has been made. Meal receipts must be itemized.

Private information. Be mindful of private information. Use a black marker to conceal credit card numbers, social security numbers, and other private information.

Entertainment and Business Meals. Include on C-1A forms the names and business affiliation of individuals entertained or participating in business meals. Remember, meals with Penn colleagues are generally unallowable. Certain exceptions apply – refer to policy #2361. Circumstances meriting exception to this rule must be clearly documented on the Reimbursement Justification Form (C-5).

Per Diems. If requesting reimbursement for meals on a per diem basis, ensure that this method is used consistently for the entire trip. Note: Domestic per diems have lower first and last day per diem rates. If traveling locally, partial per diems apply unless the person is in travel mode for 12 hours or more.

Spousal Travel. In general, spousal travel is not a reimbursable expense. Specific IRS guidelines apply. IRS regulations require that the presence of these individuals serve a bona fide business purpose (he or she has a significant role in the proceedings or makes an important contribution to the success of an event) and is sufficiently documented (e.g. invitation requesting that the spouse attend or an explanation outlining the bona fide business purpose).

Foreign currency conversions. Provide support for foreign currency conversion calculations. Acceptable support includes credit card statements (be sure to black out personal information and card number) or print-outs of conversions calculated on Oanda.com. http://www.oanda.com/converter/classic

Mileage Reimbursement. Documentation of personal vehicle travel (mileage reimbursement) must include the reason for travel and the number of miles driven. Suggested websites to document mileage: www.google.com/maps and www.mapquest.com. Miles to and from the airport are acceptable. Current mileage reimbursement rates: http://cms.business-services.upenn.edu/penntravel/about/faqs-and-helpful-information/51-expense-faqs.html#ExpRpt-9

Reimbursement Justification Form (C-5). Explain all items not contemplated by the written policies on the Reimbursement Justification (C-5) Form. Examples of items include, but are not limited to:

- Higher class of service than standard on the airlines and Amtrak
- Employee use of sedan/limo service
- Reimbursement submitted 182 days after last day of travel
- Unnecessary fees (Amex card late fees, hotel no-show fees, lost ticket fees, etc.)
- Missing/incomplete supporting documentation and/or lack of original receipts
- Any expenses that require an explanation and warrant further review
- Exceeding meal thresholds

a. Local meals with Penn colleagues
b. Failure to use Amex card for travel-related expenses (encouraged as "Best Practice")

Signature. Your signature on the form certifies that the expenditures listed on the form were incurred while on official university business, comply with all applicable policies, are accurate and that you are not requesting reimbursement from any other source.

Direct Deposit. Best Practice is to sign up for direct deposit through Payroll. With direct deposit, travel reimbursements will be processed directly into your bank account and information can be obtained by clicking on "My Reimbursements" from the U@Penn website

Higher Level Approval

Wharton's Policy for the new higher level approver on Travel & Entertainment reimbursements thresholds are as follows:

- Faculty: $500 and above needs higher level approval
- Staff: All T & E reimbursements need higher level approval
- PhDs: All T & E reimbursements need higher level approval (PhD Coordinator is acceptable as higher level approver)
- Recruiting: $500 and above needs higher level approval
- Seminar Speakers: $500 and above needs higher level approval
- Guest Lecturers: $500 and above needs higher level approval

Travelers WILL Be Reimbursed for the Following Miscellaneous Expenses Incurred While On University Business

- business office expenses (faxes, copying, services)
- business phone calls
- conference fees
- currency conversion fees
- gasoline (only if using a rental car or a Penn-owned vehicle)
- ground transportation (taxi, bus, airport vans, etc.)
- immunization costs if associated with an upcoming Penn authorized international business trip
- internet access fees
- laundry/dry cleaning/suit pressing on trips exceeding five days
- local mileage to and from the airport
- parking and tolls
- reasonable number of personal telephone calls home
- reasonable tips
- reasonable fees related to the issuance of visas and passports for Penn authorized international business trips

Travelers WILL NOT Be Reimbursed for the Following Miscellaneous Expenses

- airline club membership dues
- air phone usage
- alcoholic beverages if purchased in a non-business capacity
- annual fees for personal credit cards
- auto repairs
- baby-sitting/day care
- barbers and hair salons
- personal cell phone monthly fees
- clothing or toiletry items
- corporate card delinquency fees or finance charges
- club memberships for business, pleasure or recreation expenses related to vacation or personal days taken before, during, or after a business trip unless they resulted in the reduction of the total cost of the trip.
- golf fees/ski lift tickets, etc.
- heath club or exercise room fees
- items confiscated by airport security
- frequent flyer upgrades
- spa charges
- laundry charges (unless trip is 5 days or longer)
- limousine/sedan services (see Policy 2360 for exceptions)
- loss or theft of airline tickets
- loss or theft of personal funds or property
- medical expenses while traveling
- mini-bar alcoholic refreshments
- movies (in-flight or in-room movies)
- "no show" charges for hotel or car services (see Policy 2358 for exceptions)
- optional travel or baggage insurance
- parking tickets or traffic violations
- personal entertainment i.e. sporting events, theatre, etc.
- personal telephone calls in excess of reasonable calls home
- personal reading materials i.e. magazines, newspapers
- pet care fees
- rental car options such as LDW, PAI and liability
- rental car upgrades to premium or luxury class
- repairs to personal vehicles
- saunas, massages
- shoe shines
- souvenirs or personal gifts
- tuxedo/evening gown rentals

Wharton Student-Faculty Meals Program Reimbursement

Eligible Instructors

- The program is open to all members of the standing faculty and to adjunct/visiting/lecturer faculty who are instructors of the students.

Eligible Students

- Eligible students are Undergraduate or MBA students enrolled in your class.
- Meals with teaching assistants or guest speakers are not reimbursable under this program.

Requirements & Program Details

- At each gathering with your students for breakfast, lunch, or dinner, you must take out a *minimum of three* and a *maximum of seven* students.
- Gatherings with two or more faculty members are welcome but, for each attending faculty member, there must be at least three and no more than seven students in attendance.
- You will be reimbursed for the cost of your own meal as well as your students' meals, as long as the cost of the meal does not exceed $25/person for breakfasts and lunches and $50/person for dinners.
    - Any additional amount up to University maximums ($35 lunch / $80 dinner) may be reimbursed by faculty member funds (DARTS).
- You will be reimbursed for meals in restaurants, as well as catering/expenses for meals offered to students in your own home. (Catering services require a university purchase order.)
- Standard university policies apply regarding alcohol. (In general, this means that alcohol can only be reimbursed for dinner gatherings at which no undergraduates are present.)

How to Get Reimbursed

- Submit original itemized receipts to Victoria Reinhardt as you do with other travel and entertainment expenses.
- Please note whether the student is an Undergraduate or MBA. Reimbursements will be returned if this information is not provided.

Additional Notes

- This program may be modified at any time based on budget, demand, or unanticipated issues

ADP Aline Visa® Debit Card

All pay and reimbursements are made via Direct Deposit or the ADP Aline Visa® Debit Card. Please read on for some important reminders about the new process.

Who Receives an ADP Aline Card?

Faculty, staff and students receive ADP Aline Cards if they:

- didn't enroll in Direct Deposit
- don't have an approved Direct Deposit account on record, or
- change or cancel their Direct Deposit.

The card, along with detailed instructions, will be sent to the individual's home address.

New Hires and Re-Hires

It's important for new hires and re-hires to understand that they won't be receiving paper checks. Please be sure to explain the pay and reimbursement process to any new hires or re-hires in your area. The sample offer letters on the Human Resources website have been updated to include information about the ADP Aline Cards. Please discard any old versions you have and begin using the new versions immediately.

Choosing Direct Deposit

Faculty, staff and students can choose Direct Deposit at any time. Please direct them to the U@Penn portal (see the Payroll and Tax section) to enroll. Note: They must have an email address in the University of Pennsylvania online directory prior to enrolling in direct deposit. Email addresses can be updated in the online directory by clicking on "Update directory listings".

Changing or Cancelling Direct Deposit

If faculty, staff or students change or cancel their Direct Deposit, they'll receive ADP Aline Cards. When they change their Direct Deposit banking information, they'll be paid via ADP Aline Card until their new Direct Deposit accounts become active.

Questions?

For more information on these payroll options, visit Payroll's website at www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml. If you have any questions or concerns, please contact Payroll at payroll@exchange.upenn.edu or 215-898-6301.

Hiring Students

Prior to start date all employees must meet with Jack Collins, the Departmental Payroll Coordinator.

Graders

Contact: Robin Woods, Administrator. Funded by the department, paid during the semester. Twice a semester (i.e., after add period for 1st & 2nd quarter mini-courses and full semester courses, and after second week of classes for 3rd & 4th quarter mini-courses) Robin will inform those faculty eligible for Grader support (based on scale below). Once eligible faculty determine who they want to hire, they should email their choices to: MGMT-Grades@wharton.upenn.edu along with the hire's name, local address, and email. The payroll coordinator will assist you in preparing the hiring paperwork.

Eligibility requirements:

Full Semester Course – **more than 30 students in class**	$30 per student
Mini Course – **30 or more students in class**	$20 per student

Work Study Students

There is no limit on the number of students a faculty member can hire. Given that the work study program is federally funded (50% federal to 50% departmental during academic year; 20% federal to 80% departmental during summer), this funding covers a significant level of support.

To create a work study position:

- Go to the Student Employment Office Website http://www.sfs.upenn.edu/seo/
- Click on "Employers" tab
- Select the "Job Management" link to the online job application process.

Research/Teaching Assistants

Contact: Jack Collins, Payroll Coordinator. Funded by faculty DARTS or other accounts, paid monthly by written request. At the discretion of each faculty member, RAs/TAs support research and/or teaching activities

Student Workers

Contact: Jack Collins, Payroll Coordinator. Funded by faculty DARTS or other accounts, paid weekly from hours submitted by student on time reporting sheet available at the Front Desk. At the discretion of each faculty member, Student Workers support research and/or teaching activities.

Necessary Documents

Provide the Department With:

- Students Full Name
- Local Address
- Hourly rate
- From which account you would like paid (e.g., DARTS, China Trust, etc.) so offer letter may be completed.

Students may not start work until the I-9 process has been completed online (use Wharton as location) and meet with departmental Business Administrator.

Student Worker Documents

- U.S. Citizens:
  - Wharton Management employee information sheet
  - W-4
  - I-9 (employment eligibility form) **address on this form MUST be local
  - Direct deposit form (done online if so desired)
  - ID (Passport or Driver's License)
  - Social Security Card (Mandatory)

- Foreign National
  - Wharton Management employee information sheet
  - W-4
  - I-9 (employment eligibility form) **address on this form MUST be local
  - FNIF
  - I-20 (part of your F1 Visa)
  - Direct deposit form (done online if so desired)
  - ID (Passport, Visa)
  - Social Security Card (Mandatory)

Work Study Documents

- Same documents needed for Student Workers
- Supervisor will need to hire student (appoint) in the Student Employment Management System (SEMS)

Student Worker / Work Study Payment

Work study and student workers must fill in Wharton Management time sheet each week. These are located at the front desk. In addition, it must contain a signature from the supervisor.

Signed Timesheets must be submitted to the Front Desk on Fridays not later than 3:00pm in order to be paid the following week. If the supervisor is unavailable to sign your timesheet in person, you must send your hours via email to the supervisor who will then approve and forward to MGMT-Payroll@wharton.upenn.edu.

Timesheets are available at the Front Desk.

Important Notice

Students that are not already in the University payroll system (UMIS) must first complete the required payroll forms and be approved for hire before they can begin working for you. You may not hire an undocumented worker!

Students are not allowed to work:

- More than 5 hours straight without taking a mandatory half-hour break as this is highlighted in the Student Employment Handbook on: https://www.sfs.upenn.edu/seo

- On University Holidays due to compensation issues and if they worked on the holiday they must be paid at time-and-a-half. Please reinforce with your student that they should not work on holidays.

- More than 20 hours/week except during non-class periods posted on the University Website

Space Policy

Duration

- Faculty must retain their current office (unless they present to the Chair substantial or convincing reasons to move).

Faculty Assignments

- Offices with outside windows are reserved for:
  - Tenured faculty will have priority to these offices.
  - Grandfather Clause*:* Untenured faculty who had offices with outside windows at the time of the renovations will remain in these offices.
  - Two offices will continually be reserved in anticipation of new tenured faculty appointments (and/or distinguished visitors).

- Every effort will be made to assign newly hired faculty to offices in close proximity to other faculty.

- Faculty will not be allocated offices based on their group affiliation.

- Every effort will be made to reserve six offices for visitors (this includes the two offices with outside windows mentioned above). These offices will be determined periodically, will be revolving and be non-exclusive.

"Permanent" Offices

- Emeritus faculty will have a permanent office in 2035 SH-DH

- The Undergraduate Advisor's office will be located in 2013 SH-DH

- The Chair's office is 3207 SH-DH, with adjoining administrative space in offices 3210 and 3212

- Department administrative and IT staff will be located in various locations throughout the second and third floors of SH-DH

  - Administrative Staff: In cubicles 2000/front desk, 2043, 2044, 2045, 2046, 2108 and offices 2101, 2102 and 2104

  - IT staff: 2007, 2009 and 2011 near the HelpDesk, and servers and related computing equipment will be located in the basement of SH-DH.

PhD Assignments

- A total of 26 high-wall (80 inch) cubicles will be available for Ph.D. students on the second and third floors of SH-DH. Every effort will be made to assign each student in years 1-4 an individual cubicle; 5th year students remaining in the program will share a common space (currently 3033 SH-DH).

Filing Cabinets

- Filing cabinets are not permitted in primary access hallways nor areas designated for public use (e.g., reception areas, lounges, conference rooms). Cabinets may be permitted in some areas that are not directly situated in a primary access hallway and are directly adjacent to a faculty member's office, but walking space cannot be less than 60 inches wide to insure fire and safety codes are observed. In order to maintain a professional environment, nothing should ever be placed on top of a filing cabinet.

Office space assignments bound by the policies stated above are conducted prior to the commencement of each academic semester in collaboration with the Management Department Chair's Office and both departmental and school administrative staff responsible for overseeing the appropriate use of space in the department.

Visiting Doctoral Student Policy

The Management Department hosts up to three visiting doctoral students at any given time. Due to the large volume of requests for these positions, we only consider requests made by the department faculty member who is interested in sponsoring the visitor. Serious consideration will only be given to requests where the sponsor has an active collaboration with the visiting student.

Fees

All fees must be paid by the visitor's home institution, including tuition or part-time dissertation fees as well as health insurance if the visitor cannot provide proof of health insurance. Please note that payment of tuition entitles the visitor to register for classes, while payment of part-time dissertation fees does not. While some faculty may permit students to sit in on classes unofficially, visitors who choose to pay only the part-time dissertation fees should understand that faculty have no obligation to allow visitors in their classes; it is an individual decision on which our faculty approaches vary.

Visitor Penn Card and Computing Accounts

The department administrator directs the visitor for obtaining Penn Card and computing accounts. Together these provide access to libraries and computing resources. However, the department cannot guarantee space or computers to visiting students.

Faculty Sponsor's Responsibility

The faculty sponsor is responsible for arranging to greet the visitor and socialize the visitor. This is not the responsibility of the department administrator or the doctoral coordinator. The faculty sponsor is also responsible for directing the visitor's research. Visitors should recognize that other faculty beyond the sponsor choose to provide support only at their own discretion.

Sponsorship Requests

Requests by faculty sponsors must be made four months in advance of the anticipated start date of the visit. They must include:

- A cover letter from the candidate, including a description of the research, the requested visit dates, and the curriculum vitae.
- A cover letter from the sponsor, indicating that he/she is available to supervise the visitor during the requested dates, and a description of the past and expected collaboration with the visitor.
- Verification from candidate certifying the source that will cover his/her fees.
- Proof of health insurance (or verification that a health insurance fee will also be covered by the candidate's funding source).
- Verification from the candidate's home institution of the candidate's standing as a Ph.D. student and the level the student has reached in the Ph.D. program.
- For additional information, please go to the visiting doctoral students' website http://global.upenn.edu/isss.

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