

## Theme Year Grants Supplies

The Office of New Student Orientation is responsible for providing all supplies for Theme Year events. **Event planners should not spend money out of pocket.** Instead, all planners should submit a complete list of supplies (including food/catering) needed to the NSO Office in their application budgets. There are four primary ways to procure supplies for events:

1. Amazon & Other Online Vendors: Provide hyperlinks and quantity in the application budget.
2. Caterers: Include specifics as to your desired caterer, items, and quantity in your application budget. Although catering does not necessarily need to be ordered from a Penn-approved caterer, take a look at the [list of approved caterers](#) when making your decision.
3. Fresh Grocer/Acme: Our office will place an online order for each event that will be available for pickup on the day of the event. Please include the most detailed grocery list possible in your budget application. An email with pickup information will be sent as the event approaches.
4. Outside Vendors: Include specifics in your application budget. Although vendors do not necessarily need to be Penn-approved, take a look at the [list of approved vendors](#) when making your decision.

Please keep in mind that the NSO Office already provides many supplies for all events and can order additional supplies upon request. Please visit our [NSO inventory](#) and review all supplies that are free to use during events.

| NSO Office Provides                                                                                                                                                                                                                                                                                                         | NSO Office Can Order                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Cups, Plates, Bowls, Silverware, Napkins, etc.</li> <li>• Ice &amp; Drinks (Coke, Diet Coke, Water, etc.)</li> <li>• Board games, TV's, speakers, wires, gaming consoles, and other items in the <a href="#">NSO inventory</a></li> <li>• Tables &amp; Linens (Up to 6)</li> </ul> | <ul style="list-style-type: none"> <li>• Supplies not in our current <a href="#">NSO inventory</a></li> <li>• Specialty food &amp; beverages from online and local restaurants and providers</li> <li>• Individual/Group Performers (i.e. speakers, DJs, musical performers, comedians, etc.)</li> </ul> |

**WARNING: Certain expenditures should NEVER be handled by event planners.**  
**Below is a list of items that the NSOAI Theme Year grants will not fund.**

- **Gifts/Prizes:** You will not be funded for purchases of gift cards for students, staff, faculty, or speakers, etc. This includes prizes that are given for a competition or as door prizes.
- **Promo Items:** Specialty promotional items such as t-shirts, pens, etc. that will be used as giveaways.

## Theme Year Grants Reimbursements

**Before a reimbursement request is submitted, all expenses must have an explanation why the event planner needed to spend out of pocket in lieu of going through the NSO Office. Additionally, the event planner must get prior approval for any expense by an NSOAI Coordinator ([provost-nso-ai@pobox.upenn.edu](mailto:provost-nso-ai@pobox.upenn.edu)).**

- **The following will NOT be reimbursed if handled out of pocket:**
  - **Individual/Group Performers:** The University will NOT reimburse you for payments made to individuals for services including honoraria (speakers), disc jockeys, musical performances, etc. Order through the NSO Office.
  - **Items Supplied by NSO Office:** Event planners should not purchase any items the NSO Office already provides.
- Any planner representing a student group or Penn department who has a 26-digit Penn budget code will have the funds journaled into their account and then receive reimbursement through their home department
- Petty Cash is available for expenses under \$100
- All expenses over \$100 must be processed by Concur Expense Reporting
- Consolidate your expenses for multiple events on one expense report. An expense report can be a group of expenses related to one or more events.
- Itemized receipts are required. Non-itemized receipts (i.e. credit card total-only receipts) will not be accepted.
- **Sales tax must be deducted from all non-food related items.**
- Only the individual receiving the reimbursement can complete the online request
- If an individual's name appears on a receipt or check, then reimbursement must be made to that individual
- Include a comment that your expense report be forwarded to Troy Majnerick

- Be sure to state that your event is for Theme Year Grants in the Business Purpose
- Individuals signed up for direct deposit through Payroll or SRFS receive their reimbursements directly into their bank accounts. If you are not signed up for direct deposit you must do so before you can be reimbursed.
- You can check the status of your reimbursement at any time in Concur

## Getting Started with a Concur Expense Report

Visit the [Penn Travel Website](#) and click 'Concur Login' (towards the top right). For assistance, click 'Help' in the top right corner, call 215.746.HELP (4357), or visit the [Expense FAQ](#) for detailed guides and videos.

Here are a few tips:

- Collect and photograph itemized receipts
- Choosing categories of expense:
  - Food at events without alcohol are Student Activities (do NOT use the meal categories)
  - Food at events with alcohol is Entertainment (will NOT be reimbursable)
  - Everything else, just pick the category that suits best
- Non-food related expenses:
  - Report the full amount on the receipt, then itemize the tax as non-reimbursable (the University does not reimburse tax on non-food related items)

| NSO Office Assistance                                                                                                            | Concur Assistance                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NSO Theme Year Coordinator<br><a href="mailto:provost-nso-ai@pobox.upenn.edu">provost-nso-ai@pobox.upenn.edu</a><br>215.898.7000 | <b>Penn Expense Help Desk</b><br><a href="http://temsupport.finance.upenn.edu">http://temsupport.finance.upenn.edu</a><br>215.746.4357 (press 3 for Concur Travel and Expense, and then press 2 for Expense) |

## How to Get Reimbursed

