



## GUEST REIMBURSEMENT FORM

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_

NOTE: Please submit this form, along with ALL ORIGINAL RECEIPTS, and a W-9 to Kelly Anderson in the ASC Office of Finance and Administration. If you have any questions please feel free to contact Kelly at (215) 898-2517 or via email ([kanderson@asc.upenn.edu](mailto:kanderson@asc.upenn.edu)).

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Purpose of Visit: \_\_\_\_\_

Expenses:

Airfare/Train: \_\_\_\_\_

Hotel: \_\_\_\_\_

Prepaid: Yes \_\_\_ No \_\_\_

Taxi: \_\_\_\_\_

Other: \_\_\_\_\_

**Total expenses:** \_\_\_\_\_

Signature: \_\_\_\_\_

Please return to: Kelly Anderson  
The Annenberg School for Communication  
University of Pennsylvania  
3620 Walnut Street  
Philadelphia, PA 19104-6220  
(215) 898-8016