



The Compton Fund is a Graduate Student travel fund that reimburses up to \$1,500 per student per fiscal year (July 1st-June 30th) for participation in a conference, workshop, or school. The funds can be used for more than one trip as long as you do not go over the \$1,500 limit per fiscal year. If you would like to use current year funds to prepay registration, airfare, or accommodations for a trip in the next fiscal year, you may do so, as long as you do a Concur Expense Report for these expense by the end of the fiscal year (June 30th) that the funds are available. You cannot carryover funds from one fiscal year to the other.

Please be aware that educational devices are no longer allowable expenses for FY 2024-25.

Please note that all University-sponsored graduate student international travel must be registered through Concur Request, prior to beginning travel. This policy is in place to ensure that you have access to travel-related resources and to mitigate some of the risks associated with international travel.

Please submit one Compton request per trip and attach the approval to each Concur Expense report. e.g. March APS meeting and you request \$1,500 in Compton funds- do one Concur expense report for registration, air, prepaid accommodations within 30 days of when you incurred the expenses. Do a second Concur expense report when you get back from your travel for expenses incurred while travelling. Attach the Compton approval to both these Concur expense reports.

Items allowable for reimbursement:

- Airfare - choosing the least expensive option/economy class only (no upgrades allowed)
- Hotel - choosing the least expensive option
- Registration fee for conference – if meals are included here, please do not add additional meals to reimbursement.
- Visa fees (if applicable)
- Local transportation - subway, train, taxi, shuttle etc.
- Meals in accordance with GSA rules (<https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>).

Unallowable items: Alcohol, Dry cleaning, Internet, Movies

To receive the funds, students should continue to directly email the Graduate Program Administrator: rsavadge@princeton.edu

Your funds are only approved when you receive an email from the Graduate Administrator. Please upload a copy of your approval email to your Concur report.

Original receipts for all expenditures greater than or equal to \$50 are required. Receipts for expenditures less than \$50 should not be submitted. Please submit the reimbursement



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request via Concur. **Your advisor's group assistant will be your expense delegate and expense approver.** If your advisor is at IAS please put the Graduate Administrator as your expense delegate and expense approver.

HOW TO CORRECTLY LABEL YOUR CONCUR REPORT: "Advisor's Last Name-Your Last Name-Conference Name/Workshop/School"

Please note that the new policy is to submit reimbursements 30 days after purchase of item, not after your trip.

These links have training resources for setting up your profile and creating an expense report:

<https://travel.princeton.edu/faculty-staff/training-resources>

<https://travel.princeton.edu/graduatestudents/student-training>