The Compton Fund is a Physics Graduate Student* travel fund that reimburses up to $1,200 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 $1,200 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 submit one Compton request per trip and attach the approval to each Concur Expense report. e.g. March APS meeting and you request $1,200 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 ([http://www.gsa.gov/portal/content/101518](http://www.gsa.gov/portal/content/101518)).

**Unallowable items:**

Alcohol, Dry cleaning, Internet, Movies

**To receive the funds, students should apply by clicking:**


Fill in the appropriate information as requested. An automated email will then be sent to your advisor or DGS if you do not have an advisor for approval. After your advisor or DGS has approved the request an email is sent to the Graduate Administrator who tracks the funds and will approve the request. Your funds are only approved when you receive the approval email from the Graduate Administrator. **Please upload a copy of your approval email to your Concur report under receipts (receipts/attach receipt images).**

Please keep receipts for all expenses $50 or more that you wish to be reimbursed for. Please submit the reimbursement request via [Concur](http://physics.princeton.edu/compton_funds/apply/). Your advisor's Administrative 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. **Please note that you need to submit your expense report 30 days after purchase of item, not after your trip. Most students do one report for pre-trip expenses and one when the trip is completed.**

Here are some tips for setting up your [Concur profile](http://physics.princeton.edu/compton_funds/apply/) and how to [enter expenses](http://physics.princeton.edu/compton_funds/apply/).

*Graduate students enrolled in departments other than Physics are eligible to receive Compton Funds if*
  - they are actively working with a faculty member in the Physics Department on a long-term basis (advisor or co-advisor);
  - their home department does not have a similar funding program for graduate student travel;
  - the DGS approves the request through the normal process, after reviewing the nature of the travel.