

The Compton Fund is a 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. Combining funds from two fiscal years for the same trip is not allowable (i.e. if you have funds left from one fiscal year, they cannot be carried over into the next fiscal year as an add-on to go over the \$1200 limit).

Please submit one request per trip and attach the approval to each expense report.

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>).

Unallowable items:

- Alcohol
- Dry cleaning
- Internet
- Movies

To receive the funds, students should apply by clicking:

http://physics.princeton.edu/compton_funds/apply/

Fill in the appropriate information as requested. An automated email will then be sent to your advisor for approval. The Graduate Administrator will then receive an email to approve. 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.**

Please keep receipts for all expenses you wish to be reimbursed for.

Please submit the reimbursement 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.

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

Here are some tips for setting up your [Concur profile](#) and how to [enter expenses](#).