

THE ANNENBERG SCHOOL FOR COMMUNICATION
UNIVERSITY OF PENNSYLVANIA

FORM 9 TRAVEL & RESEARCH APPROVAL

You should complete this form and get an approval signature from your advisor and the Assistant Dean of Graduate Studies as soon as you know that you have had a competitively selected paper accepted at a convention/conference or have legitimate educational and research project expenses. For a legitimate educational and research purposes, please attach your project outline and anticipated budget.

Upon completion of your trip or project, please complete pages 2 of this form, attach the necessary receipts, and submit it to the Business Office within ten days using Concur. **It is expected that you will track the amount of money remaining in your travel & research budget for the year and note it on the form.**

Name of Student _____

Title of Paper/Project/Item _____

Conference Name or Item Description _____

Location of Conference _____

Date of Expense _____

Have you previously delivered a version of this paper at another conference? (Yes) (No)

If yes, please explain the additional value you anticipate from attending this conference _____

Students traveling internationally must use the Global Activities Registry <http://global.upenn.edu/gar> Penn's central resource for collecting information about the travel plans and activities of faculty, staff, and students preparing to travel abroad for academic, educational, clinical, research, or University business purposes. This secured information is used

- to contact travelers in emergencies
- to assist individuals and groups, as needed, with pre-travel preparations
- to identify opportunities for closer collaboration on international research and operations

Advisor (Print) _____ Advisor Approval Signature _____ Date _____

Assist. Dean (Print) _____ Assist. Dean Approval Signature _____ Date _____

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Reimbursement will be made for the lowest possible airfare, train fare, or mileage, and if student's annual travel budget permits, for room and tax charges for hotel accommodation. Submit original receipts (see below) to the Business Administrator within 10 days of the conclusion of the trip.

In order to be eligible for assistance with travel expenses, a student must be in good standing, enrolled for credit courses, and be receiving either financial support of a Dissertation Research Fellowship.

Insurance costs for rental cars will NOT be reimbursed, as they are covered under the University's self-insurance plan. You must attend the University's Drivers Safety Program to be eligible for this coverage. If you have not, the University will not be responsible should an accident occur, nor will the University reimburse you for the cost of insurance.

By signing below, I certify that the expenditures submitted were incurred by me while on official business in the city or cities indicated above. Further, this form certifies that I was insured for at least the statutory minimum for bodily injury and property damage for any automobile rental charges for which I seek reimbursement.

Total Value of Original Receipts \$ _____

Total remaining in travel budget after these expenses are reimbursed: _____

If the dissertation budget is being charged indicate balance here: _____

If this expense is being charged to a budget other than your personal travel/research budget or dissertation budget please indicate the name of the other funding source below and attach any approval documentation with the receipts.

Name of Student _____

Signature of Student

Date