

## ASC PHD STUDENT RESEARCH AND TRAVEL (R&T)

Below are R&T expense guidelines and lists of common allowable/unallowable R&T expenses. This document is not exhaustive, so please contact [ASCBusinessOffice@asc.upenn.edu](mailto:ASCBusinessOffice@asc.upenn.edu) for guidance regarding any expense types or processes not detailed here. Most of these guidelines are also generally applicable to student expenses from other funding sources (contact the Business Office to discuss in detail).

### GENERAL GUIDELINES

- A [Form 9](#) is **required in advance of all R&T expenses**, regardless of purchasing/payment method. (Form 9 not required for other funding sources)
- Expenses must be reasonable, with clear research/teaching/professional development justification.
- Please make every effort to utilize School and University resources and services that are provided at no cost (e.g., library resources, software licenses, subscriptions, media equipment, headshots, etc.).
- Students are strongly encouraged to make non-travel purchases and payments through the Business Office via direct methods—rather than being reimbursed for out-of-pocket expenses—in order to take advantage of contract pricing, sales tax exemption, and to ensure that an expense will be allowable and executed in a proper manner.
- If a University Purchasing Card (ProCard) or Travel Card is provided to you for specified research/travel expenses, you must forward the receipt(s) *immediately* at the time a transaction is made to the cardholder or [ASCBusinessOffice@asc.upenn.edu](mailto:ASCBusinessOffice@asc.upenn.edu). University cards may not be used for purchases not explicitly discussed with and approved by the Business Office cardholder and must never be shared.
- Students will submit expense reports in [Concur](#) to receive reimbursement for out-of-pocket expenses. Expenses should be submitted within 2 weeks of incurring the expense. The Business Office can direct students to [resources](#) for using Concur and provide personal support.
- The best way to contact the Business Office is via [ASCBusinessOffice@asc.upenn.edu](mailto:ASCBusinessOffice@asc.upenn.edu) and the subject matter expert for your inquiry will respond.
- R&T balances are available in real time via [Teams](#). You can also chat with the Business Office there.

### ALLOWABLE EXPENSES

- Travel expenses for research/professional development activity, including economy airfare, train, hotel, and meals. See the [University's full travel policies](#). See "Unallowable Expenses" section below for ASC-specific unallowable student travel expenses.
  - It is strongly recommended to book airfare via Penn's travel agency [World Travel](#), either online in [Concur](#) or via phone at 888-641-9112. Business travel bookings under Penn contracts come with greater service, support, and flexibility.
  - Student international travel **must** be registered with Penn Global's [MyTrips International Travel Registry](#), which keeps you connected to Penn resources in the event of an emergency, and pre-authorizes medical insurance coverage. International travel booked via World Travel or Concur automatically registers you with MyTrips.
- Human Subject/Participant Payments are allowed pursuant to [Penn IRB](#) policies, and can be made using the University's [Greenphire ClinCard](#) program, 'cash' advances, gift cards, and through services like MTurk, CloudResearch, Prolific, etc. These payments **must** be made through the Business Office via direct methods. Contact the Business Office *in advance* to arrange any of these payment methods, or to discuss additional/alternative payment methods.

- Payments to non-Penn individuals (including service providers, independent contractors, single-member LLCs, and sole proprietors) are allowable and **must be made through the Business Office for direct payment.**
  - **Contact the Business Office prior to engaging with/committing payment to an individual.**  
*If you are unsure whether a payee is an individual, contact the Business Office for guidance.*
- Payments to Penn-affiliated individuals (graduate and undergraduate students, full and part-time staff, etc.) for activity related to student research are allowed and are governed by University policies and local, state, and Federal labor laws/regulations. For example, not all Penn community members are eligible for one-time, flat-rate payments. **Arrangements for payments/remuneration of any kind (gift cards, non-monetary payment-in-kind) must be made in coordination with the Business Office prior to engaging with/committing payment to a Penn individual.**
- Professional organization membership fees
- Conference registration fees
- Payments to corporate service providers, e.g., research firms, which should be made through the Business Office for direct payment
- Technology purchases/computer peripherals
- Books for research, coursework/exams, professional development, etc. (when not available/accessible from the Library)
- Visa Application or Extension Fees
- Home office WiFi Expenses (excluding late fees/penalties)

## UNALLOWABLE EXPENSES

- Travel: any class of airfare besides economy, Acela trains, rental cars, travel/trip insurance (unless pre-approved by the Business Office)
- Home office supplies and furniture
- Alcohol
- Cell phones and monthly cell phone bills
- Fees/penalties associated with an allowable expense, e.g., late fees
- Donations (e.g., adding small donations in checkout process for an allowable expense)
- Childcare expenses
- Rent
- Utilities
- Car payments
- Insurance payments
- Food, toiletries, PPE, other personal items/living expenses
- Regalia