Reimbursing Students with Travel Stipend – Initial Set Up

Situation: Student has received a set dollar allotment for travel. Any expense over that amount will not be reimbursed by the University.

Step One: Student Tasks

- Student receives notification from their school regarding a dollar amount available for them to use for university-related travel (example: $300 to present project at a conference)
- Student contacts area administrator that they need to be set up in Concur Expense

Step Two: School/Center Administrator Tasks

- Area Administrator contacts Access Administrator and provides name of student, their default reviewer and budgetary approver (if applicable).
- Access Administrator sets the student up in Concur Expense using Web ADI Form for Students.
- A suggestion can be made to the student to input their direct deposit information is SFS, if they do not currently have it there. If they choose to not do so, Administrator will need to request a PayCard, if the student does not currently have one.
- Area Administrator provides student the link (or the document) on “Creating An Expense Report”. There is a special version that addresses the use of a Stipend. It is available on the Penn Travel and Expense Management website under Training Manuals.