

## Ph.D. Student Exchange Funding Request

### Funding Application Process

Requests for funding should be made to the Director of the Alliance Research Centre – Phanish Puranam: [phanish.puranam@insead.edu](mailto:phanish.puranam@insead.edu) and copied to Michele Klekotka: [Klekotka@wharton.upenn.edu](mailto:Klekotka@wharton.upenn.edu)

Financial support (travel and housing) – once a student receives a letter of invitation from the Ph.D. program office for either school, financial support may be available by submitting this funding request. Support may be awarded after successful completion and approval of both the application and budget, review and acceptance of terms and conditions, and a copy of the student visa is sent to Michele Klekotka, [Klekotka@wharton.upenn.edu](mailto:Klekotka@wharton.upenn.edu)

**Note: All approvals must be obtained two (2) months before the registration date at the host institution.**

- ✓ Items covered: travel (one round-trip economy class airfare, not premium economy), ground transportation (taxi to and from airport for departure and return trip), and housing/apartment (INSEAD-Fontainebleau residence, Fontainebleau or Philadelphia housing up to €1000 per month, and Singapore is up to €1475 per month).
- ✓ Items not covered: books, utilities, or technology-related purchases (computers, cell phones, etc.), living expenses such as meals, local transportation, and telephone charges covered by your stipend.

1. Acceptance to the Ph.D. Exchange Program does not guarantee full funding from the Alliance Research Center.
2. All budgets are awarded in Euros and will be strictly adhered to.
3. Reimbursements are processed at the home school after submission of **original itemized receipts**. All original receipts will need to be reviewed and approved by the home school prior to payment by the designated staff person below:
  - ✓ Wharton Reimbursements: Contact Departmental Business Administrator
  - ✓ INSEAD Reimbursements: Contact [Anthony.amaro@insead.edu](mailto:Anthony.amaro@insead.edu)
7. All reimbursements must have an approved project number (2399-xxx) from the Alliance and must be submitted with the Request.
8. Funding and reimbursements will cease at the end of the visit to the host school, and do not rollover.  
Double-click in the following Excel table to enter your budget request. The formula will calculate your total budget and perform the necessary conversion from USD to Euros.

## Funding Application

Please click twice on the embedded Excel worksheet:

	\$	€
<b>Travel and Housing:</b>		
Economy-class airfare		
Taxis (ground transportation to and from airport)		
Housing / apartment (1,000 Euros/month for Fontainebleau and Philadelphia; Singapore 1,475 Euros/month)		
<b>TOTAL</b>		
If you have used only the \$ column, please click the following link to access FX Converter.		
<a href="#">Then fill out today's \$/€ Exchange Rate here:</a>	0.82	
<b>TOTAL BUDGET REQUESTED IN EUROS</b>		
<b>NOT COVERED</b> : Books, utilities or technology related purchases (computers, cell phones, etc.) living expenses such as meals, local transportation and telephone charges covered by your stipend.		

To be completed by Michele Klekotka, Associate Director

Date of Approval: | Amount Approved €: Wharton-INSEAD Project #: