



## Short Term Visit Request

### Definition of a Short Term Visit

Designed to encourage exploratory visits to the Alliance partner school with a view towards establishing research contacts, enhancing collaborative research projects and teaching innovations, or attending a Ph.D. defense dissertation.

**Maximum duration is four (4) weeks.** Short-Term Visits can also be used to attend or speak at co-branded conferences, lectures, or seminars **up to three (3) nights.**

This program applies to full-time, standing, or research-active faculty only. Exceptions will be determined on a case-by-case basis.

### Application Process

1. Once you have mutually agreed upon a Short-Term Visit with a Wharton sponsor, discuss your plans with your Department Chair. Based on this discussion, you can apply for an Alliance Short-Term Visit.
2. To proceed, please obtain an email invitation from your INSEAD sponsor confirming space will be allocated to you for the duration of your stay. Please forward this email to Michele Anna Klekotka at [klekotka@wharton.upenn.edu](mailto:klekotka@wharton.upenn.edu)
3. Next, complete the *Alliance Short-Term Visit Request* form and submit it for review:
  - ✓ Phanish Puranam, Research Director [phanish.puranam@insead.edu](mailto:phanish.puranam@insead.edu)
  - ✓ Michele Klekotka, Associate Director [klekotka@wharton.upenn.edu](mailto:klekotka@wharton.upenn.edu)
  - ✓ INSEAD Alliance Manager [insead-wharton.alliance@insead.edu](mailto:insead-wharton.alliance@insead.edu)
4. If the application is approved, you will receive an email from **Michele Anna Klekotka** with an Alliance budget number and instructions on how to proceed.

## Application for Short Term Visit

Name: [ ]

Email Address: [ ]

Date of proposed visit (From/To): mm/dd/yyyy [ ]

Department Name: [ ]

Home School (Wharton or INSEAD): mm/dd/yyyy [ ]

Faculty, Ph.D. Student, or Staff: [ ]

Nature of the STV: [ ]

Investigate Possible Collaborative Research Project

Attend PhD Defense Dissertation for Student Involved In Collaborative Research Project [ ]

Teaching Innovations

Other (specify) [ ]

Conference/Lecture/Seminar. **Only co-branded events held at INSEAD or Wharton will be covered (air travel, ground transportation to and from airports, accommodation up to 3 nights). Faculty must be an invited speaker to an advertised co-branded event held at the host school.**

Date and Title of Conference/Seminar: [ ]

Faculty Sponsor/Host School Department [ ]

## Budget Request

**Double-click on the embedded Excel table on Page 3 and enter your budget request.** Formulas will calculate the conversion from USD to Euros if necessary.

- All budgets will be awarded in Euros and will be adjusted to reflect the Exchange Rate at the date of the expense
- All original itemized receipts must be submitted for reimbursement
- Per Diems are not allowed
- Reimbursements will be paid upon submission of original receipts only. Faculty must submit receipts to their administrator:
  - ✓ INSEAD faculty = expense claim is processed by their Faculty Assistant (FA)
  - ✓ Wharton faculty = expense claim is processed by their Business Administrator (BA)

### i. Exploratory Visit (maximum 4 weeks):

- One round-trip economy class airline ticket from home school location (Paris/Singapore/Abu Dhabi/Philadelphia) to Host School
- Visa, if required
- Ground transportation to/from the airport
- Housing costs covered for up to four (4) weeks, up to €2,500.00 including taxes

ii. **Colloquia - Conference/Lecture/Seminar (maximum 4 days):**

The following costs will be considered:

- One round-trip economy class airline ticket from home school location (Paris/Singapore/Abu Dhabi/Philadelphia) to Host School
- Ground transportation to/from the airport
- Host Department can assist with arranging accommodations. Lodging can be covered up to a maximum of 3 nights @ €225.00 Euros per night, including taxes
- Dinner for the INSEAD visitor and up to (3) faculty from the Host School can be covered by the Alliance for formal departmental seminars or conferences. Dinner caps inclusive of tax and tips = €75.00 Euros per person when hosted at INSEAD and USD\$85.00 per person when hosted at Wharton.

iii. **Conferences and Events (maximum 4 days):**

Financial support from the Alliance for faculty/Ph.D. Students are limited to one (1) co-branded conference/seminar per school annually at the Host School.

The following costs will be considered:

- Event costs (see STV budget form) up to a maximum of €15,000. Budget requests exceeding €15,000 Euros will be submitted to the Alliance R&D Committee for approval
- One round-trip economy class airline ticket from home school location (Paris/Singapore/Abu Dhabi/Philadelphia) to Host School
- Ground transportation to/from the airport
- Accommodations up to €250.00 Euros per night, per person, including taxes

Ground Transportation (Taxi) to and from airport		-
Accommodation - see coverage above		-
Visa, if required		-
One roundtrip Economy air ticket to host school		-
<b>TOTAL</b>	-	-

[If you have used only the \\$ column, please click here to access FX Converter.](#)

Then, fill out today's \$/€ Exchange Rate here:

**TOTAL BUDGET REQUESTED IN EUROS**

**EUR 0.00**

To be completed by Michele Anna Klekotka, Associate Director

Date of Approval:

Amount Approved €:

Wharton-INSEAD Project #: