

**Wharton-INSEAD Centre for Global Research and Education**

**PhD Exchange - Budget Application**

1. Requests for funding should be made to the Director of the Alliance Research Centre – Serguei Netessine: [serguei.netessine@insead.edu](mailto:serguei.netessine@insead.edu) and copy to Linda Kaelin: [lkaelin@wharton.upenn.edu](mailto:lkaelin@wharton.upenn.edu)
2. Financial support (travel and housing) – once a student receives a letter of invitation from the PhD programme office for either school, financial support may be available by submitting a research proposal budget application. Support may be awarded after successful completion and approval of both the application and budget. Items covered: travel (one return economy class airfare), ground transportation (taxi to and from airport for departure and return trip), housing/apartment (INSEAD-Fontainebleau residence or Fontainebleau housing range from €750 to €900 per month). Please note that all approvals must be obtained two months before the registration date at the host institution.

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 PhD Exchange Programme is not a guarantee of receiving funding from the Alliance Research Centre.
2. All budgets are awarded in Euros.
3. Budgets will be adjusted to reflect the Exchange Rate at the date of the expense.
4. Reimbursements can be processed either at the home or host school after submission of **original receipts**.

All original receipts will need to be reviewed and approved by the paying school prior to payment by the designated staff person below:

* **Wharton Reimbursements**: Contact Departmental Business Administrator
* **INSEAD Reimbursements**: Contact Hélène Goudeau, Department of Faculty & Research: [helene.goudeau@insead.edu](mailto:helene.goudeau@insead.edu)

**7.** All reimbursements must have an approved project number (2399-xxx) from the Alliance.

1. Funding will cease at the end of the visit to the host school.

**Double-click** in the following Excel table to enter your budget request. Formula will calculate your total budget, and the conversion from $ to Euros as necessary.

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| ***To be filled out by Research Director, Serguei Netessine***  Date of Approval:  Amount Approved  INSEAD/Wharton Project #: |
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**QUESTIONS***:*

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| --- | --- | --- |
|  | WHARTON | INSEAD |
| Reimbursements of approved budget travel expenses to host school | Departmental Business Administrator or  Linda Kaelin, Manager Finance & Adminsitration  [lkaelin@wharton.upenn.edu](mailto:lkaelin@wharton.upenn.edu)  001-215-898-7174 | Helene Goudeau, Research Fin.Controller  [helene.goudeau@insead.edu](mailto:helene.goudeau@insead.edu)  011-33-1-60-72-44-73 |
| Eligibility and/or Application Process | Gidget Murray, Associate Director for Doctoral Program  [gmurray@wharton.upenn.edu](mailto:gmurray@wharton.upenn.edu)  001-215-898-2619 | Alina Jacquet, Director PhD Programme,  [alina.jacquet@insead.edu](mailto:alina.jacquet@insead.edu)  011-33-1-60-72-43-32 |

***Updated: 9/24/15***