

RE: Biden School Student Travel Funding Policy

This document serves as guidance for the Biden School's policy relating to student research and travel expenses and reimbursements. The Biden School is supportive of student travel to present scholarly research related to their studies at conferences, and other select academic activities.

- Students should investigate and leverage all sources of funds for their travel including support from their advisers, project funds, and the Graduate College.
- With support from their program director, the student may apply for travel funding through the Graduate College.
- The Graduate College will inform the School of your application for funding and request approval from your Program Director
- The Graduate College typically will support up to half of the cost of travel with the School providing matching funding.
- Once approved, students are required to submit a Concur Travel Request for pre-approval.
- The School will support research activities to the amount of \$600 per academic year.
 - Students are expected to cover expenses for travel and the school will reimburse upon return.
- Additional Biden School funding for activities related to the student's academic program over the standard approved amount can be requested.
 - All requests are reviewed by School leadership for approval.
 - Students should contact their program director, advisor or a member of the academic services team for assistance.
- All reimbursements should be reconciled in [Concur](#).
 - Resources for the [Student Reimbursement Process](#) are available on the [Student Resources](#) portion of the School's website.
- Additional requirements:
 - Concur pre-approval required for all travel.
 - Tipping cannot exceed 20%
 - Food per diem should account for conference meals.

For questions related to faculty travel support or assistance with Concur, please contact James Bell (bellj@udel.edu), Business Administrator II

Last updated: 12/05/2023

Last reviewed by: James Bell

Date for updated review: August 2025