This handbook describes the basic academic requirements and contains many tips and suggestions for new graduate students in the ORFE department.
Message from the Chair, Professor Rene Carmona

Welcome to the Department of Operations Research and Financial Engineering. It is my hope that you will strive to make your graduate study successful and explore the richness of the research programs of Princeton University. Your success is our success. Enjoy the stimulating academic environment at Princeton.

Message from the Director of Graduate Studies (DGS), Professor William Massey

Welcome to graduate studies at Princeton University. Your time here will be busy, challenging and seemingly consumed by the arduous nature of graduate work, but also intellectually stimulating, rewarding, often thrilling, and fun. We are here to support that process as best we can, and also to learn from your endeavors and future discoveries.
Satisfactory Academic Progress

To establish the foundation for satisfactory academic progress, the Graduate School and academic departments expect the following from enrolled students, as evidence of their successful engagement with graduate work and for them to continue to receive their stipends and other benefits of enrollment:

- **Full-time Commitment.** Graduate study at Princeton, at both the doctoral and master’s levels, requires full-time commitment to study and research on the part of students. The Graduate School’s financial aid structure is one, but only one, indication of that requirement: full-time, 12-month support for full-time academic effort.

- **Presence:** Students must be visibly present in the department and on campus, unless *In Absentia* or on an approved Leave of Absence. As importantly, students must be intellectually “present,” that is, noticeably engaged in the normal work of their degree program—course-taking, paper-writing, research, teaching, attending colloquia.

- **Production:** Students must be producing work of good quality, at the appropriate and expected stages of their degree program, and showing the products of their study and research to the faculty for evaluation.

- **Communication:** Students must regularly communicate with and respond in a timely manner to communications from their department graduate program administrator, director of graduate studies, advisor(s), committee members, and other faculty members as appropriate. This is a reciprocal responsibility and graduate students should therefore expect regular and timely communication in order to maintain satisfactory academic progress.

Failure to perform according to these guidelines may result in, for example, deferred reenrollment or denial of reenrollment during the spring term review or termination at mid-year.

In the first year, students select at least four of six core courses in optimization, probability and statistics in consultation with the Department's Director of Graduate Studies, to be followed by a qualifying exam at the end of the summer. In addition, at least two advanced courses and two semesters of directed research are completed under the direction of a faculty advisor in the student's area of interest by the end of the second year in preparation for the general examination. The general examination is normally taken in the spring of the second year of study. Usually, beyond the general examination, two to three years are needed for the completion of a suitable dissertation. Upon completion of thesis studies and acceptance of the dissertation by the department, the candidate is admitted to the final public oral examination.
1. PhD Program Requirement Summary

- In the first year of graduate study, students must take at least four of the six core courses. *Please note that core courses cannot be dropped without DGS approval.*

  **Core courses:**

  ORF 522  Linear & Nonlinear Optimization  
  ORF 523  Convex and Conic Optimization  
  ORF 524  Statistical Theory and Methods  
  ORF 525  Statistical Learning and Nonparametric Estimation  
  ORF 526  Probability Theory  
  ORF 527  Stochastic Calculus

- Qualifying exams: Qualifying exams are held in September of the second year. Students can place out of the qualifying exams by receiving at least an A- in four of the core classes.

- All Ph.D. and M.S.E. candidates are required to take EGR501 in the fall term of their second year. This is a half-semester course that will educate graduate students in engineering in the responsible conduct of research. The lectures provide theoretical background information as well as case studies about ethics in day-to-day research situations, publishing and peer-reviewing, student-advisor relationships, collaborative research, as well as in the big picture and considerations of long-term impact. Students are provided resources to consult when faced with ethical questions. The theoretical concepts are made relevant via small-group discussions in departmental and research field-specific precepts. The course is graded on a pass/fail basis.

- ORF 509 & 510: Before taking the general exams, Ph.D. students must complete two research projects under the supervision of a faculty belonging to ORFE or associated to ORFE. Students are required to submit a written report on the findings in both projects. The results of ORF 510 are presented in the oral part of the general exam.

- General exam (at the end of the second year)

- Research dissertation and Final Public Oral Exam (FPO)

In addition, students take a number of additional classes. At least two of these classes at the 500 level (not including Seminars) must be passed with at least a B+ requirement to pass the general exam. Some relevant classes are:
ORF 504 Financial Econometrics
ORF 505 Statistical Analysis of Financial Data
ORF 518 Applied Stochastic Analysis and Methods (see APC 518)
ORF 531 Computational Finance in C++
ORF 533 Convex Analysis for Mathematical Finance
ORF 534 Quantitative Investment Management
ORF 535 Financial Risk Management
ORF 538 PDE Method in Financial Mathematics
ORF 542 Stochastic Control and Stochastic Differential Games
ORF 548 Large-Scale Optimization
ORF 551 Random Measures and Levy Processes
ORF 554 Markov Processes
ORF 565 Empirical Process and Asymptotic Statistics
ORF 557, 558 Stochastic Analysis Seminar
ORF 575 Financial Engineering, Seminar

Pertinent courses in other departments:

COS 511 Theoretical Machine Learning
COS 528 Data Structures and Graph Algorithms
COS 557 Analysis & Visualization of Large Scale Genomic Data Sets
ECO 517 Econometric Theory I
ECO 518 Econometric Theory II
ECO 525 Financial Economics I
ECO 526 Financial Economics II
ELE 525 Random Processes in Information Systems
ELE 531 Communication Network
MAE 546 Optimal Control and Estimation
APC 550 Introduction to Differential Equations
APC 503 Analytical Techniques in Differential Equations
MAT 320 Introduction to Real Analysis
WWS 509 Generalized Linear Statistical Models

1.1 Research & Thesis Advisor
The core classes are there to establish a solid foundation with tools required for research in the disciplines covered by the department. The funding provided by the university for the first year provides freedom and time for students to acclimate to the new environment of graduate school and to make a wise choice of research direction and advisor. Some may know early on the direction they wish to pursue, but for many, it is worth exploring a number of classes taught by a variety of professors before deciding.

The directed classes ORF 509 and 510 should be taken with a faculty advisor with a grade received for 509 by the time of the general exams. The grade for 510 counts as the oral general exam grade. Some take these classes in the spring of the first year and fall of the second year. Others take 509/510 in the fall and spring of the second year.
The department is small and there is plenty of opportunity to meet and talk with faculty about research interests. Please be pro-active in doing so as you discover your areas of interest. At various times, some faculty might simply be too busy to take on new students: do not take it personal if a faculty member is unable to take you on as an advisee, there are plenty of excellent research opportunities available to you.

1.2 Ph.D. Qualifying and General Examinations

The requirements for the PhD degree include passing the qualifying exam requirements, the general examination, a presentation of an acceptable thesis, and passing the final oral examination (thesis defense).

Qualifying Examination Procedure

Each student must satisfy qualifying requirements in the areas of 4 of the 6 core classes.

Qualifying exams in these areas will be offered in September of the student’s second year. If a student’s grade in a core course taken in the first year is A- or better, the student is exempt from taking the qualifying exam in that area. Before the exam, the student must have acquired demonstrated competence in real analysis at the level of MATH 314.

The optimization exams are based on ORF 522 and ORF 523. The probability exams are based on ORF 526 and ORF 527. The statistics exams are based on ORF 524 and ORF 525.

The results of the qualifying exam are determined by a vote of the faculty. For each student, there are two possible outcomes:

A. Student passes the exam,

B. Student fails the exam and must transfer out of the PhD program. There is no option to retake the exam.

In case B, we anticipate that the student will be able to continue on to the masters program, provided that the faculty vote to accept such a continuation of the student’s education. If the student is deemed unprepared for continuing graduate education in ORFE, he or she will be required to withdraw immediately.
General Examination Procedure

ORFE students take the general exam in April or May of their second year. By that time, the students have met the qualifying examination requirements, have taken and passed ORF 509, have taken or are currently enrolled in ORF 510 and have passed with a B+ or higher two advanced courses. The student must have shown adequate progress on research and an acceptable level of understanding of his or her area of specialization.

The general exam consists of two parts, a written and an oral part, both covering the students primary area of specialization. The written part requires taking and passing with a B+ or higher two approved advanced courses at the graduate (500) level beyond the 4 core classes counted for the Qualifying Exam. These two courses must be approved by the student’s advisor and the DGS.

For each student, an examining committee is selected by the student and advisor. It has to be approved by the Director of Graduate Studies. The committee consists of the student’s advisor and two additional ORFE faculty or affiliated faculty. The committee will administer the oral exam, evaluate the student’s performance in research and overall knowledge of his/her field, and make a recommendation to the department faculty. A departmental faculty vote determines the final outcome. The oral exam may be up to 3 hours in length.

Information on the oral exam: Before the exam, the student is required to submit a comprehensive written report on the research conducted in ORF 509-510. It is due one week before the exam takes place. The report serves as the basis for the student’s presentation. The purpose of the presentation is to explain the research the student has done so far and plans to do in the future. Examining faculty may ask questions on the presentation and on any other material deemed appropriate for a comprehensive examination.

The possible outcomes of the general exam are as follows:

A. Student passes the exam and is admitted to Ph.D. candidacy,

B. Student fails the exam but is given the option to retake the exam at a future date,

C. Student fails the exam and must withdraw from the Ph.D. program.

As mentioned earlier, the ORFE faculty will determine the outcome based on the recommendation of the examining committee. In case C, the student is usually given the MA degree and must terminate unless the faculty recommends otherwise.
1.3 Annual Reenrollment

**Second Year Reenrollment**
Upon passing the general examination, the recommendation for readmission for the next academic year is made by the student’s thesis advisor and approved by the department faculty.

**Research Advising Committee for Ph.D. Candidates**
If the thesis advisor plans to recommend against the readmission of the student, an examination committee *must* be formed to determine the progress of the student’s work and the recommendation must be made by the committee and approved by the department faculty.

**Third and Fourth Year Advisory Committee**
*Optional - If requested* by either the student’s thesis advisor, or the student, or the Director of Graduate Studies, an examination committee shall be appointed by the department chair to examine the progress of the student. The committee would be composed of the student’s advisor plus two other advisory faculty members. The student will present a seminar to this committee describing the proposed area of research, the background work completed in preparing for the research effort, the intended avenues of investigation, specific problems with the work the student feels are likely to cause the most difficulty, and the aspects of the work that will require the most guidance. The purpose of this interchange is to provide the student and the advisor some assistance in assuring that the research proceeds in a fruitful direction.

1.4 Dissertation and Post-Generals Courses

Usually completion of a suitable dissertation takes two to three years beyond the general examination. During those years the student is encouraged to select an area outside his/her specialty and to broaden his/her base of knowledge by enrolling in courses in that area. It is also expected that additional courses will be taken related to the student’s specialty area. Upon completion and acceptance of the dissertation by the department, the candidate will be admitted to the final public oral (FPO) examination.

2. **MSE Degree Requirements**
The program requires, as a minimum, 10 courses in two years plus a master's thesis. In particular, ORF 509 and 510 must be taken (and can be included in the required 10 courses). The following is a sample study plan. Make alterations as you deem appropriate, subject to the approvals of your advisor and the Director of Graduate Studies depending on your background and interests.
Sample Study Plan for MSE:

First year-Plan A

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>ORF 505</td>
<td>ORF 509</td>
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<td>ORF 522</td>
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<td>ORF 526</td>
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<td>ORF 524</td>
<td>ORF 504</td>
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</tbody>
</table>

First year-Plan B

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORF 505</td>
<td>ORF 509</td>
</tr>
<tr>
<td>ORF 522</td>
<td>ORF 504</td>
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<tr>
<td>ORF 526</td>
<td>ORF 527</td>
</tr>
<tr>
<td>Elective</td>
<td>ORF 534</td>
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</tbody>
</table>

Second year-Plan A

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>ORF 510</td>
<td>ORF 547</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
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</tbody>
</table>

Second year-Plan B

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>ORF 510</td>
<td>ORF 525</td>
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<tr>
<td>Elective</td>
<td>Elective</td>
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</table>

**ORF 509/510 Requirements:**

ORF 509 and ORF 510 are directed research. Under the direction of a faculty member, MSE students carry out research and write a report with the results presented in a final oral exam (510)

3. **Other Regulations**

3.1 *Academic Regulations/Fraud*

The Graduate School has become increasingly concerned about academic fraud. Please take time to read information on “General Requirements for the Acknowledgment of Sources in Academic Work” and “Definitions of Academic Violations under the Jurisdiction of the Faculty-Student Committee on Discipline” contained in “Rights, Rules and Responsibilities”. Upon entering Princeton you also received information concerning this important subject. This information is furnished to make you aware of your responsibilities regarding University requirements on acknowledgment of sources and academic fraud. The department joins with the Graduate School in taking a strict stance in this area.
3.2 Changes in Course Status
Any changes (grading options, dropping or adding courses etc.) that you may need to make to your registered courses, should be discussed with your advisor or DGS prior to making changes. You may change your status in a course no later than two weeks prior to the last day of the regularly scheduled class of the semester. Core Course changes must be approved by DGS in writing.

3.3 Auditing Courses
1. Courses selected by pre-Generals and Masters Students must be taken for a letter grade and cannot be audited.

2. Post-generals students may sign up for courses as audit.

3. Post-generals students may take courses on a pass/fail (P/F) basis with the approval of their advisor and the course instructor.

Generally, courses taken on a P/F basis should be outside of the student’s primary area of interest.

3.4 Assistants in Instruction (AIs)
Normally, PhD candidates receive appointments as assistant in instruction (AI) beginning their second year. All students are required to attend AI training prior to term. Before an international student can be appointed as an AI, they need: to pass the English Language Program (ELP) test administered by the Graduate School, and to complete any required ELP courses.

3.5 Part-time employment
The following employment policy is quoted from the Princeton University Graduate School:

The Graduate School considers employment beyond a maximum full-time assistantship of 20 hours per week incompatible with full-time graduate study.

The Graduate School reviews students' on-campus employment records. Accordingly, the Graduate School can and will disallow part-time employment, excluding all service awards, if that employment does not comply with federal immigration and employment regulations, and/or fellowship policies. The following policies will be applicable:

Under no circumstance can a U. S. student or permanent resident work more than 20 hours per week from all sources (AI, AR and/or hourly employment). Any work beyond a full AI and/or AR appointment may jeopardize the full-time student status of this and other graduate students (with serious tax implications), and will therefore be closely scrutinized.

Under no circumstances can an international student on a visa, with a full AI and/or AR appointment, work even one hour more through hourly employment or otherwise. This not
only jeopardizes the full-time student status of this and other graduate students as noted above, but it also violates the terms of the visa status.

International students may not accept off-campus employment without authorization from either the Immigration and Naturalization Service or the J-1 program sponsor. International students should contact the International Graduate Student Advisor (Office of General Counsel), for further information on employment eligibility.

Historically, in addition to being employed as ARs and AIs by the Department, graduate students have intermittently been involved in employment elsewhere. It is the concern of the Department that, at times, this latter type of employment is neither manageable nor necessary and, in fact, is incompatible with full-time graduate study. Therefore, the Department feels it is important to ensure the awareness of the above employment policy. Included in this policy is consulting projects. All employment other than an AR or AI is subject to review by the Director of Graduate Studies.

Students must seek approval of part-time employment opportunities by filing a Request for approval from their advisor and the Departmental Director of Graduate Studies.

3.6 Leave of Absence
Written approval of advisor and DGS are required. Leave of Absence forms are available on the department website under the About Tab, Internal, & Forms.

3.7 Holiday, Vacation, and Travel
All time away from campus (except weekends) must be approved in writing by your advisor and if an Assistant in Instruction, approval from the DGS and course instructor. An email requesting time away from campus with your leave and return date including reason for absence is appropriate. In the case of first year students that may not yet have an advisor, you must submit your request via email through Kim Lupinacci in the Graduate Office who will obtain approvals from the Director of Graduate Studies.

Graduate study is understood to be a full-time commitment on the part of students. During an academic year, defined as September 1 to August 31, graduate student degree candidates may take up to (but no more than) four weeks of vacation, including any days taken during regular University holidays, reading period, exam periods and scheduled recesses (e.g., the Fall- and Spring-term breaks and inter-term break). Graduate students holding University financial support during the summer, and assuming that they have taken no vacation during regular term time, are expected to put in a two-month, full time work effort between June 1 and September 15 each year. The specific periods taken as vacation must not conflict with the student’s academic responsibilities, coursework, research, or teaching, and should be discussed in advance with one’s director of graduate studies, adviser, or dissertation committee.
If a student receives financial support for graduate study for only part of the year (e.g., regular term time, September 1 to June 30), then the amount of vacation should be pro-rated accordingly. If a student receives summer support and has taken the allowed vacation during regular term time, September 1 to June 30, then he or she should not take additional vacation time during the summer months of July and August.

*PLEASE NOTE

All ORFE Graduate Students are required to be on campus during term time. Any time away from campus exceeding 3 business days MUST BE APPROVED in writing by your advisor or DGS for 1st year students without an adviser. You are responsible for emailing a formal request to Kim Lupinacci in the student affairs office. Kim will contact the DGS for approval and confirm with you the decision.

Please visit the registrar's website for the Princeton University Academic Calendar: http://registrar.princeton.edu

4. Miscellaneous Information

- Watch your emails and mark your calendars for the following departmental events. Your presence at these events will be appreciated.
  - Graduate Welcome Reception (September)
  - Faculty Presentations to 1st year incoming Graduate students
  - Holiday Party (last week of classes in December)

- Student Affairs Office is room 120, ext 8-4018.

- E-mail is how department correspondence is transmitted. PLEASE check it regularly.

- Payroll checks are put in your mailbox on the last working day of the month. Go Green! Sign up for direct deposit via TIGERHUB, http://www.princeton.edu/tigerhub.

- Mailboxes are located on the second floor, Room 221. PLEASE CHECK YOUR MAILBOX DAILY. The door to the mailroom is to be kept locked at all times.

- The address for package delivery is: your name, Princeton University, 1 Charlton Street, Sherrerd Hall, Princeton, NJ 08544

- A Fax Machine is located in the mailroom. To receive a fax use 609-258-3791. To send International 9-011+number, In US-9+number, Campus 8+4 digit number.
• Telephones are located in every room. Local calls are free. In case of an emergency and you want to make a long distance call, please contact the Department Manager, Connie Brown.

• Graduate Student Kitchen. Located in room 223. It is available to both graduate students and faculty in the ORFE department. Remember to clean up after your use. Vending machines are located in the basement. Please refrain from using the 3rd floor kitchen facilities which is reserved for CITP faculty, staff and students.

• Graduate Lounge. The open area located on the second floor provides a meeting space for graduate students and faculty. This is a common area shared by all. Please clean the area after using.

• Bulletin boards. The graduate information board is located in the faculty and graduate open work space area on the second floor. There are also two seminar notice boards at the end of each hallway on the first and second floors. Information on current fellowships, scholarships, grants, call for papers, etc. to which students may apply are posted on the boards.

• Other sources of useful information can be found at the Graduate School website.

5. Important Contacts

Chair, Professor Rene Carmona, Ext. 2310

Director of Graduate Studies, Professor William Massey, Ext. 7384

Department Manager, Connie Brown, Ext. 5422

Graduate Program Administrator, Kimberly Lupinacci, Ext. 4018

McCosh Health Center Emergency, Ext. 3139

Public Safety   Non-Emergency   258-1000         Emergency   9-1-1

Welcome to the department, we wish you success as you pursue your graduate degree
6. Frequently Asked Questions-FAQ’s

• **Where can I have copies made?**
  Copies related to courses can be made in room 108, see Kim for log in #.

• **Do you have a lost and found in Sherrerd Hall?**
  Yes, If you have lost or found an item please go to Sherrerd Hall, room 105.

• **Is there a Notary Public on campus?**
  You may find a Notary Public at Firestone Library, Credit Union and the Princeton Financial Center located at 7 New South.

• **What is the mailing address for Sherrerd Hall?**
  - USPS-Princeton University, Your Name, Sherrerd Hall & Room Number, Princeton, NJ 08544
  - UPS/Fed Ex- Princeton University, Your Name, 1 Charlton Street, Sherrerd Hall, Room Number, Princeton, NJ 08544

• **How do I receive mail?**
  Regular mail will be placed in your mail slot in room 221.
  UPS/Fed Ex/DHL-signed for by dept office and you are contacted for pick up.

• **How do I send mail, is postage required?**
  Postage is required on all outgoing mail. You may purchase stamps at the Post Office located in Palmer Square off of Nassau Street. Campus mail should be placed in an interoffice envelope.

• **How do I fax a document internationally, domestically?**
  On Campus-8/xxxx
  Within 609 area code-xxx-xxxx
  Outside 609 area code 1-xxx-xxx-xxxx
  Internationally-0-9-1-and number

• **Is there a scanner in the building?**
  Yes, in room 107.

• **How do I place a request for maintenance and service repairs?**
  Please contact Kim Lupinacci at klupinac@princeton.edu. She will place a work order request on your behalf.
• **Can I reserve a room for a meeting?**
  Yes, you may contact Kim or any department office administrator for help.

• **Can I set up my laptop to print in the mailroom?**
  Email klupinac for instructions.

• **Can you tell me when a Professor will be in?**
  *It is best to send an email to the faculty member you wish to speak with.*

• **Can I store my personal items in the building?**
  No, office space is a shared environment. Please contact student agencies for moving and storage needs.

• **How do I sign up for ORF 511, Extramural Summer Project (CPT)?**
  An email should be sent to your advisor asking permission. Please cc Kim Lupinacci. Once confirmed Kim will sign you up for 511 and provide instructions.

• **Do I need to tell someone that I will not be on campus?**
  Yes, any time away from campus must be approved in writing by the DGS or your advisor with a hard copy to the student affairs office. Please see page 12 of this handbook for details.

• **Does the department have a projector and pointer for my presentation?**
  Yes, Kim, Tara, Carol and Yvette can provide both pointers and projectors.

• **Does the department order the book for me to use as a teaching assistant?**
  Yes, when you are notified of your assignment you are also given instructions on where to pick up reading materials, if any.

• **Does everyone have to attend AI orientation prior to teaching?**
  Yes, AI orientation is mandatory in order to hold a teaching position.

• **Will the department provide a letter for my parents/family to visit?**
  No, the department will provide a letter for you, for visa purposes. Please contact visa services for information regarding parental visits.

• **Where can I have a poster printed?**
  Poster printing can be done through Printing and Mailing which is located at the corner of Charlton and Nassau or through an internal printer-please see Kim if more information is needed.
7. Helpful Links

- Academic Calendar
- Bike Rentals
- Blackboard
- Campus Maps
- Career Services
- Catering-Restaurants
- Courses
- Emergency Closings (609-258-SNOW)
- Engineering Library
- Firestone Library
- Graduate School
- Help Desk
- Housing
- Human Resources
- Labyrinth Bookstore
- Laundry Services
- Lewis Library
- Lodging
- Moving and Storage
- Our Neighborhood
- Public Transit
- Rights, Rules & Responsibilities
- SEAS
- Student Agencies
- The McGraw Center, seminars and workshops
- Tiger Trade
- University Health Services
- Visa Services/Davis International Center
- Weather

- Photo ID Cards - http://www.princeton.edu/gradschool/admission/admitted/photo/
- Final Transcripts - http://www.princeton.edu/gradschool/admission/admitted/transcripts/
8. Policy for Graduate Student Travel, Travel Reimbursement and Reimbursement of Out of Pocket Expenses

The Concur Travel and Expense System must be used to request student travel for both individuals and groups. All travel funded by university or sponsored research funds must be submitted through the Concur Travel and Expense System. All travel reimbursement requests for out of pocket expenses and non-travel reimbursement requests is also submitted through this system. www.princeton.edu/concur.

Concur will allow you to:

- Plan, estimate expenses, and book travel online
- Maintain an online profile to store information such as frequent flyer numbers and other preferences
- Upload electronic copies of your receipts
- Create expense reports for reimbursement
- Create non travel reimbursement requests

The complete travel policy can be found here: http://finance.princeton.edu/policy-library/travel-entertainment/travel-policy/. Please thoroughly review this policy. The policy also includes a list of what type of expenses are unallowable and therefore not eligible for reimbursement.

How to set up your Profile

Default Approver

1. From the Profile menu, on the left hand side of your screen under “Expense Settings”, select Expense Approvers.
2. Enter Melissa Holmes or net id mh22 in the search field and select from the dropdown list.
3. Click Save.

Expense Delegate (This will allow an ORFE administrator to assist you if needed with preparation of travel and misc. expense reports for reimbursement)

1. From the Profile menu, on the left hand side of your screen under “Expense Settings” select Expense Delegates.
2. Click Add.
3. Add the following list of netids and select from the drop down list: connieb (Connie Brown), yvettec (Yvette Campbell), mh22 (Melissa Holmes), klupinac (Kimberly Lupinacci), carols (Carol Smith), and tzigler (Tara Zigler).
4. Check off “Can Prepare” and “Can View Receipts” for all above.
5. Select additional checkbox “Receives Emails”, "Can Approve", "Receives Approval Emails" for Melissa Holmes and Connie Brown
6. Click Save.
Verify your email address

Please verify your @princeton email address along with any others you may use when arranging travel or submitting expenses. You can elect to have emails sent to one or multiple addresses, but verifying emails allows you and your expense delegate to upload documents to your account via email.

1. Once you have saved an email address, click the "Verify" link.

2. Check your email for a verification message from Concur.

3. Copy the code from the email message into the "Enter Code" box next to the email address below.

4. Click "OK" to submit the code and complete verification.

What to do before arranging travel

Graduate students must obtain an email from their advisor confirming their expected travel is authorized. The approval email should include estimated costs of the trip including meals along with the chartstring number or project name the trip will be expensed to. This approval email should be forwarded to Melissa Holmes, ORFE Grants Manager, mh22@princeton.edu.

Foreign travel must be registered with and approved by the Graduate School prior to making travel arrangements. Instructions for this, as well as other steps to take before traveling can be found here: http://travel.princeton.edu/graduate-students/checklist

How to arrange travel

For most travel the preferred method of arranging travel is for you to add your personal credit card information to your Concur profile and use the Concur system for all arrangements. You will then submit for reimbursement (see below).

If the conference you are attending has arranged for a “conference rate” on hotel rooms, you should follow the instructions provided by the conference to take advantage of the often substantial discounts. Conference rates cannot be utilized via Concur.

How to request reimbursement

You have 30 days from the day you incurred an approved travel expense to request reimbursement. Reimbursement can also take up to 4 weeks for approvals and processing.

Important information to include with travel expense reports:

1. Receipts must be provided for all travel related expenses.
2. Meals need an itemized receipt (not just a credit card receipt).
a. **Please note:** total meal allowance for one day should not be greater than $75 for US travel and $125 for International travel. If attending a conference and meals are provided, the daily allowance is reduced accordingly.

3. The Conference name should be entered in the Business Purpose field

4. Conference documentation is required and must be uploaded to the report. It should include 2 pages **only** (not the whole program)
   a. page one is the cover page showing conference name, dates and location of conference
   b. page two is the page showing the title of the requestors talk and their name.

5. You will upload a copy of the email from your advisor approving your travel to your expense report. To do this, from within the expense report select “Receipts”, “Attach Receipt Images”, and upload the document from your computer. The email can be in a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff formats, but cannot be uploaded from the receipt store or via email at this time.

6. To start a report you will need to enter the chartstring number you received in your pre-trip approval. If you only have a project name and need a number, please email Melissa Holmes at mh22@princeton.edu.

**Instructions on how to create an expense report can be found here:**
http://upkdocs.princeton.edu/Prime/Manage_the_Concur_Profile/Index.html. Select “online training” and then select the following “Creating a New Expense Report”. This 5 minute video demonstrates how to create a new expense report.

Many of the instructions on creating expense reports discuss charges to departmental credit cards. These instructions are not applicable and you may ignore.

**Extra Help**

Your expense delegate can answer many of the questions you may have.

For guidance see [http://travel.princeton.edu/graduate-students/student-training](http://travel.princeton.edu/graduate-students/student-training)

Labs and Classes for more personal assistance and classroom instruction: (login required)

Additional questions can be directed to Finance & Treasury Customer Service, 8-3080.