

Purchasing Your Flight

When purchasing your flight, be aware that:

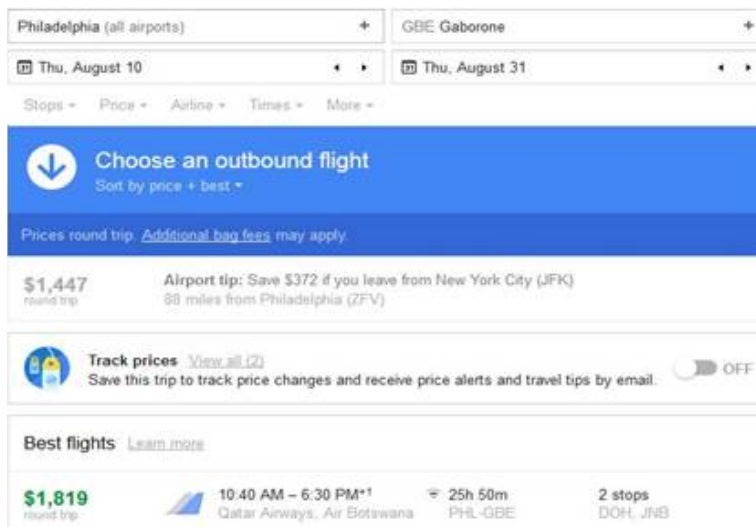
- a. the traveler (student) must show proof of airfare purchase in order to receive the CGH stipend; **the receipt must indicate that the ticket was purchased using the traveler's own credit card.** CGH cannot reimburse airfare purchased on another card (i.e. family member, friend, etc).
- b. per Penn's travel policy, we cannot reimburse travelers for tickets purchased with frequent flyer miles.

Vacation Travel

Students often purchase their global health trip and vacation airfare simultaneously; as you know, you will be reimbursed up to the amount listed for your destination for ONLY your global health trip. A flight itinerary with multiple legs does not list the exact prices of each leg; because of this, you will need to show the separate flight costs for your global health trip and your personal travel.

When booking your airfare with vacation time included in the itinerary, you must take a screenshot of the flight cost for roundtrip airfare to your destination for your proposed dates so that we can see the cost of the flight WITHOUT your vacation time included. You will upload this to Concur when completing your report to receive airfare reimbursement.

Example: Student will receive reimbursement for airfare to Botswana up to \$1700 (as listed on CGH website). First, screenshot of roundtrip flight pricing to your trip destination:



You must include the above screenshot even if traveling to Cape Town after Botswana trip, where your real itinerary might look like this:



These screenshots show the difference between your vacation travel and your CGH-approved trip. In the above example, vacation travel (personally funded) amounts to (\$1984-\$1819)=\$165. You will use these screenshots when creating your Concur report for Airfare Reimbursement.