Graduate Nursing – Clinical Travel Budget Increase Request Instructions

If you are paying to travel for clinical and need more money as a result you can submit a Budget Increase Request Form to include these charges. Increasing your total student budget will allow you to submit a request for additional loan funds.

In order to request an increase in your student budget, you need to fill out and submit a **Budget Increase Request Form**, found here: http://www.sfs.upenn.edu/pdf/2013-14/education-budget-increase-13-14.pdf

Create a formula and include supporting documentation to submit with the form:
- If you take **public transportation**, put together a formula for what it costs you per visit to your clinical site, then extrapolate over the term(s) that you are traveling to that site.
- If you **drive to your clinical** site
- Print out a **google map** of your travel route that includes your mileage, you are allowed **56.5 cents per mile** for gas
- Include charges for tolls or parking and a receipt as an example of the charge
- Multiply by number of times traveled per week, and extrapolate over the term(s) that you will be traveling to that site
- Areas **not covered**:
- Car payments or lease payments
- Car insurance
- Car maintenance

You can submit the form with your supporting documentation to SFS by scanning and emailing to srfsdocs@exchange.upenn.edu with your name and Penn ID in the subject line or just dropping the forms off in the Franklin Building. If you do not hear from SFS that your request was approved after two weeks' time, send them a follow up email.
KEEP A COPY OF WHAT YOU SEND SFS FOR YOUR OWN RECORDS!!

*** Also please keep in mind that submitting a budget increase request form is only that- a request to increase a student's budget in order to allow for more loans. In order to receive those funds you need to actually submit a new loan request for the amount that your budget was increased by.
Submit a new loan request through the Penn Loan System:
https://medley.isc-seo.upenn.edu/loans/jsp/fast.do