

This is an example of a Presidential Enrichment award request that was declined. The student has a summer internship at the Travelers and is requesting funds to cover travel to and from Hartford.

The program guidelines state that the enrichment award can supplement “unpaid or low paying” internships. In practice, this would be where the expenses are greater than the income provided by the internship. In this case, the Travelers provides a salary of \$25 an hour, which, over the course of the summer, would amount to around \$10,000:

- 10-week summer internship ~ 40 hours per week @ \$25.00/hour = \$10,000

The attached budget lists \$1,474 in costs (2,200 mi * \$0.67/mi current approved reimbursement rate), which is considerably less than the \$10,000 provided by the internship. So, the internship does not qualify as “low paying” and, therefore, the request was denied.

Below you will find the budget sheet, acceptance letter, and expense calculations that were submitted with the request.



University of Connecticut | Presidential Scholars Enrichment Award

BUDGET WORKSHEET

*This worksheet is to help you organize your budget before submitting your request for an Enrichment Award.
If you are requesting your Enrichment Award for Study Abroad, please use their online application.*

Category/Item*	Explanation	Amount
Research	<i>(Supplies and/or consumables in the lab, printing & copying, travel to collections, etc.)</i>	
laboratory supplies/equipment		
mileage		
other		
Professional Development	<i>(Travel for research purposes or to attend pre-professional or academic conferences.)</i>	
mileage		
airfare		
hotel /room costs		
meals/board		
registration fees		
Study Abroad	<i>(Students may use the award funds ONLY for travel and foreign room and board.)</i>	
airfare		
room costs		
meals/board		
Internship	<i>(Items covered may include room, board, mileage/transportation, etc.)</i>	
mileage		
airfare		
hotel /room costs		
meals/board		
Volunteer/Service Costs	<i>(Costs associated with approved volunteer or UConn-sponsored service activities)</i>	
mileage		
airfare		
hotel /room costs		
meals/board		
<p>Note that the expenses listed here are incorrect. See the math above for the actual expenses.</p> <p>Total Enrichment Experience Cost</p> <p>Total Enrichment Award Amount Requested</p>		
Funds from other sources	Please list sources and amounts of funding you expect in addition to this award	
<p>*Documentation for each expense listed will be required within the Presidential Enrichment Award Application</p>		



September 08, 2023

Jonathan Husky
2098 Hillside Road
Storrs, CT 06268

Dear Jonathan:

We are excited to provide you with this letter to confirm the verbal offer made to you for an internship within the Product Management Development Program group in Hartford - Connecticut - United States of America with a rate of \$25.00 per hour. Your anticipated start date will be June 04, 2024 and to end on or around August 09, 2024. As a member of our team, you will discover all that we have to offer and will make a real impact.

As discussed, your hourly salary will be 25.00 USD per hour. The hourly salary range for this position is \$24.00 - \$26.00. The actual salary of a Travelers employee in this position reflects a number of factors, including the scope, complexity and location of the role; such employee's skills, education, training, credentials, experience, and performance; the salary of others in comparable positions; and other conditions of employment.

Prior Service Credit

Upon hire, your prior service with Travelers, Citigroup (up to August 20, 2002), St Paul Companies, or any of their affiliates will be recognized according to the terms of the Pension Plan and the 401(k) Savings Plan for purposes of vesting and benefit eligibility if you were vested under the terms of the plan when you previously left the company or if your break in service is less than five years. With respect to the Pension Plan, if you receive prior service credit, your prior service will be recognized for accrual of future cash balance credits. After you start employment, you will need to contact the Employee Services Unit (800-441-4378 or 4-ESU@travelers.com). With respect to all other benefit programs, including paid time off (PTO), prior service will be recognized if you qualify for service restoration under the Pension Plan.

Work Arrangement

Your work arrangement will be Office and details will be finalized with your manager during your first week of employment and are subject to change.

Company Policies

Travelers requires that you review, affirm and abide by various policies that are applicable to you, including (note that these policies are attached within the Candidate Home):

- Principles of Employment Agreement
- Code of Business Conduct and Ethics
- Internal Dispute Resolution Policy
- Arbitration Policy

Shortly after commencing employment with Travelers, you will be required to affirm your review, understanding and agreement to comply with Travelers' Principles of Employment Agreement and Code of Business Conduct and Ethics, in addition to all company-wide policies published by Travelers for employees and any business-unit specific policies that apply to you. You will also be agreeing to specific confidentiality and intellectual property provisions, as well as the company's Internal Dispute Resolution and

Arbitration Policies. Travelers' Internal Dispute Resolution and Arbitration Policies govern the resolution of all employment-related disputes, which is outlined in greater detail in those policies and the Principles of Employment Agreement.

You will be required to complete this review and affirmation process within the first eight calendar days of your employment at the company and then given that the company may modify, supplement or rescind its policies from time to time you will be required to reaffirm to your agreement to abide by the company's policies annually. Additional instructions about how to complete the process and obtain these policies will be provided once your employment begins. You have the option to review the Travelers policies before your employment begins. To request a copy of the policies, contact the Travelers Employee Services Unit (ESU) at 800.441.4378.

Travelers is a drug-free workplace. We have a commitment to providing a healthy, productive work environment for all employees.

Third Party Agreements and Information

It is Travelers' understanding that you have no current employment contract, covenant not to compete, non-solicitation restrictions, or any other kind of restrictive covenant or agreement with any current or previous employer that would preclude you from accepting this offer of employment.

If you are currently subject to any agreement or restrictions that would limit your activities once you become an employee, when you accept this offer of employment, you agree you have already provided a copy of your restrictions to Travelers, and you acknowledge that Travelers has instructed you to comply with any contractual obligations you have in carrying out your duties on behalf of Travelers.

If you are subject to any agreements or restrictions and you have not already provided them to Travelers, this offer is contingent upon Travelers' receipt, review and evaluation of them, along with your receipt of confirmation of Travelers' offer of employment following such review. You must email a copy of your agreement or restrictions to StafPesu@travelers.com within 48 hours of receiving this letter. Should you accept this offer of employment, Travelers expressly instructs you not to bring with you, use or disclose to Travelers or any of its employees any trade secrets or other confidential or proprietary information of any previous employers or other third parties.

Pre-Employment Screening

Travelers requires that you disclose, prior to your scheduled start date, whether you have been convicted of any crimes during the period of time between your satisfactory completion of the pre-employment background check and your scheduled start date. Travelers will assess the impact of any such conviction on your employment at the time of the disclosure and notify you of our assessment. Please note that failure to disclose any criminal convictions that occur during this time frame will result in the withdrawal of our offer of employment or termination of your employment.

Offer Acceptance

This letter is an expression of our intentions regarding your employment and should not be considered an employment contract. Any other discussions that you may have had that are not described in this letter are not part of this offer.

By accepting this offer, you agree that you have read and understand the job requirements listed in the job description and/or job posting for the position. You also understand that if you are unable to fulfill the job requirements (licensing, certifications, or education) your continued employment may be reviewed.

We certainly hope that you will decide to accept our offer and ask that you indicate your acceptance on the Candidate Home as soon as you have made your decision. We look forward to having you join the Travelers team and help deliver on our promise to take care of our customers, communities, and each other.

Sincerely,
The Travelers Umbrella

Daily commute distance: 22 miles (one way)

Number of days in the office each week: 5

Program length: 10 weeks

Approximate mileage: 2200