

**Haas School of Business
PhD Program
Travel Grants
2009-10**

Every Haas PhD student is eligible for \$650 in travel funding for the 2009-10 academic year. The academic year runs from July 1, 2009 to June 30, 2010 and all reimbursements must be submitted by June 20, 2010. Travel grant money does not carry forward from year-to-year.

Reimbursements for travel will be paid out through the UC Berkeley student award system and will be directly deposited into your account. However, you will still need to meet the university requirements for travel reimbursement.

Reimbursements must include:

- A copy of the pre-approval from the group Field Advisor. This can be a copy of an email.
- Registration fees – conference fee receipt that includes amount and a copy of the program if you are a presenter
- Air travel receipts need to include: name of payee, amount of charge, transaction date, form of payment
- Receipts for cabs, subways, trains, BART, buses, etc.
- Automobile mileage to and from the event
- Lodging receipts need to include: name of payee, length of stay, amount of charge, transaction date, form of payment.

Haas PhD Travel grants do not include reimbursement for meals.

Please submit the Travel Grant Form below with your receipts to the PhD Program Office, F477 Haas.

**Haas School of Business
PhD Program
Travel Grant 2009-10**

Name: _____ SID#: _____

Name of Conference/Event: _____

Presenter: attach program

Field Advisor pre-approval attached:

Dates of travel – From: _____ To _____

Form of Transit (if auto include mileage)	From/To (Location)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Conference Registration Fee: _____

Lodging	From/To (Dates)	Daily Amount	Total Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Travel Reimbursement Total: _____

I certify that the above is a true statement, that the expenses claimed were incurred by me while attending a conference on the dates shown, and that I have attached original receipts for each expense as required by University policy.

Signature of Traveler Required

Date

Submit form and receipts to the PhD Program Office, F477 Haas.