Email your form to mel_hacker@haas.berkeley.edu with all receipts no later than May 31, 2018. Late submissions will not be accepted.

Berkeley-Haas PhD Program
2017-18 Dean’s Travel Grant

Haas PhD students are eligible for up to $650 in reimbursements for travel that occurs during the academic year, from June 1, 2017 to May 31, 2018. Travel grant money does not carry forward from year-to-year.

Please fill out the next page itemizing all costs and attach the necessary receipts. Please note that receipts must show proof of payment (the last four digits of your credit card). Additionally, you must include the email approval from your group’s field advisor.

Travel Grant Reimbursement Policy
1. We will no longer prefund student travel.
2. We will only reimburse you after your trip has been completed. If you return from your trip after May 31, 2018 you will be reimbursed from your travel grant allotment for the 2018-19 academic year.
3. We do not reimburse students for meals or hotel incidentals and funds cannot be used for personal travel.
4. Travel expenses shall be reimbursed on the most economical mode of transportation. We cannot reimburse for non-cash payments used to purchase tickets, e.g., frequent flyer miles or other credit card rewards programs.

Sample checklist of reimbursement documents to submit
- Email approval from your group’s field advisor (required)
- Registration fee receipt must include amount and proof of payment
- Flight receipt must include your name, total cost, and proof of payment
- Lodging/hotel receipts need to include name of payee, length of stay, total cost, and proof of payment. Students are encouraged to share lodging cost to minimize travel costs.
- Receipts for subways, trains, BART, buses, etc.
- Automobile mileage to and from the event needs to be preapproved by the PhD Program Office. We will not reimburse for mileage to San Francisco.

How To Submit This Form
1. Please scan all reimbursement documents into one PDF
2. Prepare an email with subject “17-18 Travel Grant - Your Last Name”
3. Send the email to Melisa Hacker (mel_hacker@haas.berkeley.edu)
4. May 31, 2018 is the last day we can accept reimbursement claims. No exceptions.
Email your form to mel_hacker@haas.berkeley.edu with all receipts no later than May 31, 2018. Late submissions will not be accepted.

Berkeley-Haas PhD Program 2017-18 Dean’s Travel Grant

Name ___________________________ SID# ___________________________

Name of Conference/Event ____________________________________________

Departure Date ______________________ Return Date ______________________

### Transportation

<table>
<thead>
<tr>
<th>Form of transit</th>
<th>From/To (destination)</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Lodging

Did you share a room? Yes___ No___ If so, with whom? __________________________

<table>
<thead>
<tr>
<th>From/To (dates)</th>
<th>Number of nights</th>
<th>Daily Rate</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Conference Registration Fee (leave blank if not applicable) __________________

Total cost of trip __________________

Total Requested Reimbursement (not more than $650) __________________

Receipts Attached? ☐ Field Advisor Approval Attached? ☐

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

Signature ___________________________ Date ___________________________

Deadline is May 31, 2018