



HARVARD UNIVERSITY

DEPARTMENT OF PHYSICS

OFFICE OF THE CHAIRMAN
JEFFERSON PHYSICAL LABORATORY
17 OXFORD STREET
CAMBRIDGE, MASSACHUSETTS 02138

Van Vleck Travel Grant

The Physics Department has a plan to allow physics graduate students to travel to a professional conference/school each year. The Department enthusiastically supports this substantial allocation of resources. David Norcross (who helped draft the plan) and Sheila Ferguson will be administering.

The funds are available for travel and expenses for conferences or schools. The amount is up to \$1,000 per academic year (September through August) per registered Physics student with a Harvard Physics advisor. Unused funds will carry over for one year (i.e. funds not spent within two years disappear.) G1 through G5 students can receive such support.

Requirements include:

- Brief justification and Harvard advisor's signature
- Evidence that student has applied for any student aid available for event
- G3 students and higher must have passed oral exam
- Receipts must be provided

Keep in mind the following:

- Funding is available for G1's and G2's, and G3's through G5's who have passed their orals.
- Funds are available for travel and expenses for conferences or schools. The amount is up to \$1,000 per year (academic year) per registered Physics student with a Harvard Physics advisor.
- Unused funds will carry over for one year (i.e. funds not spent within two years disappear), e.g. a G3 allocation can be carried over to the G4 year and combined with the G4 allocation, a G4 allocation can be carried over to the G5 year.
- You cannot be reimbursed for travel, registration or any other items until you return from the trip, with two exceptions:
 - We can prepay conference registration fees, but keep in mind that there are occasions that registration fees are waived for students, and you must show evidence that you have applied for any student aid available for the event.
 - The Department can also prepay airline ticket purchases made through the Harvard Travel Center. The Harvard Travel Center does not always provide the best airfare.
- Reimbursement will be based on the federal per diem rates:
http://vpf-web.harvard.edu/ofs/travel/rei_mil.shtml
- Receipts are required for travel and lodging, but not for meals and incidental expenses. All of your receipts must be originals.
- To request a travel grant, complete the attached forms and return them to Sheila Ferguson, Jefferson 362.

This program will be reviewed each year. If funds are available, and more urgent departmental priorities do not arise, we hope to continue this funding.



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GRADUATE STUDENT TRAVEL GRANT REQUEST

Name: _____

E-mail Address: _____

Year in Program: _____ Date of Oral Exam _____
1-5g's only 3-5g's

Reason for travel: _____

Dates of travel: _____

Place: _____

Financial aid (e.g. fee waiver) requested from sponsoring agency? _____

Amount of support granted _____

Budget and amount requested _____

Advisors Comments (optional):

Physics Advisor Signature _____

Please return this completed form to Sheila Ferguson, Jefferson 362

For Physics Department use only

Approved _____

Denied/Reason _____



UNIVERSAL EXPENSE FORM

Note: Reports must be received by the TRO within 60 days from the date the expense incurred.

EMPLOYEE TYPE OR AFFILIATION

- Harvard Employee
- Affiliate/Harvard Student/Casual/Stipend- *Complete Non-Employee Section*
- Invited Guest/Visitor – *Complete Non-Employee Section*

PAYMENT TYPE (CHECK ALL THAT APPLY)

- Out of Pocket
- GE Capital Corporate Card

Reimbursement Method

- Direct Deposit
- Paper Check

Date:

Harvard ID#:	Reimbursee or Cardholder Name:	Web Voucher/PO#:
Non-Employees Complete This Section.	Social Sec/Tax ID#:	US Citizen or Permanent Resident: _____ Yes _____ No Permanent Residents - Resident Alien Card # _____ If you are not a US Citizen or Permanent Resident, provide: Visa Type: _____ Country of Tax Residency: _____

BUSINESS PURPOSE (Detailed reason for expenditure. For travel or entertainment, include person and/or organization visited and location. Also include expense date range. List additional business purposes on page 2.)

Date(s) of expense(s)

#	Date(s)	Description
#1		
#2		
#3		
#4		
#5		

SUMMARY OF EXPENSES (Room for additional expenses is available on page 2)

Business Purpose#	Description (date, detail, etc...)	Air/Rail Travel	Ground Trans.	Lodging	Business Meals	Other	Total
<i>Subtotals from page 2, if applicable:</i>							
LESS ADVANCES							\$
EXPENSE REPORT TOTAL:							\$
TOTAL AMOUNT OF RECEIPTS UNDER \$75		\$					

REIMBURSEE: *I certify that these are all legitimate Harvard University business expenses.*

SIGNATURE:

Date:

Reimbursee Permanent Legal Address:

Reimbursee Check Mailing Address, if different than Legal:

I have reviewed these expenses and all are in accordance with University and Tub policy.

Preparer: _____ Phone: _____ Approver: _____
 (PRINT) (SIGNATURE)

**HARVARD UNIVERSITY
MISSING RECEIPT AFFIDAVIT**

Please read the Missing Receipt Affidavit requirements on the back of this form. Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

Airline Ticket Receipts

- Attached is a copy or fax of the airline ticket receipt (last page of the ticket stub).
 - OR - I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt. Therefore I have attached one of the following:
 A copy of the GE Corporate Mastercard statement
 A copy of the itinerary invoice and form of payment (i.e., credit card statement, cancelled check)

Hotel Folio

- Attached is a copy or fax of the hotel folio.
 - OR - I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio. Please reimburse me based on the following information:

Dates	Hotel/City	# of Nights	Daily Rate*	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Daily rate excluding taxes and service charges.

Car Rental Agreement

- Attached is a copy or fax of the car rental agreement.
 - OR - I certify that I have contacted the rental car agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information:

Dates	Rental Company	Car Class*	# of Days	Total
_____	_____	_____	_____	_____

*C=Compact, M=Mid-size, F=Full-size

Meals (list each meal separately)

Date	B, L, D*	Restaurant/City	# of People	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*B=Breakfast, L=Lunch, D=Dinner (Note: if more than 1 person, please include business purpose on Expense Report or PCard Settlement System.)

Miscellaneous

Attached is a copy of the PCard statement.

Date	Description (in detail)	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, the undersigned, certify (a) that each expense described above, reported on expense report number _____ or PCard transaction number _____, dated _____ was lost or not obtained, and (b) that these expenses have not yet nor will again be submitted to Harvard University or any other organization for reimbursement or tax purposes.

Signature of Payee/Cardholder _____ Date _____
 REQUIRED

Authorized Signature _____ Date _____
 REQUIRED