



HARVARD UNIVERSITY

DEPARTMENT OF PHYSICS

JEFFERSON PHYSICAL LABORATORY
17 OXFORD STREET
CAMBRIDGE, MASSACHUSETTS 02138

Van Vleck Graduate Student Funds

I – Overview

Van Vleck Graduate Student Funds are available for travel and expenses related to in-person (or virtual) conferences or schools pertaining to physics or related topics. Additionally, students can use Van Vleck funds towards a computer purchase one time during their career (effective 1/1/22).

The funds consist of \$1,000 per academic year (September through August) per registered Physics graduate student in years G1 and G2 as well as students in years G3 through G5 who have passed their qualifying exams. Unused funds will carry over for one year with a maximum balance of \$2,000.

For use towards a computer purchase, G1s and G2s may use up to \$1,300 of their funds and G3s through G5s may use up to \$1,000 of their funds. No exceptions to these caps will be granted. Please note that tablets or iPads or other electronics are not eligible for reimbursement in this program. Be sure to check availability of funds and review [HUIT's computer recommendations](#) prior to making your purchase.

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

II – Graduate Student Funds Request Form

Prior to registering for or attending a physics-related conference/summer school/professional meeting or prior to making a computer purchase, students should check their Van Vleck Graduate Student Funds balance with Graduate Program Administrator, Lisa Cacciabauda, or with Graduate Program Coordinator, Hannah Belcher.

Students must review Harvard's [Travel Documentation Requirements](#). All Harvard-related travel currently requires a [Vaccine Attestation Form](#) and international travel requires registration through [Global Support Services' International SOS](#)

After verifying funds and completing the travel forms listed above, students should submit a [Harvard Physics Van Vleck Reimbursement Form](#). As part of the form submission, students will also need to upload:

- [Non-Employee Reimbursement Form](#)
- [Missing Receipt Affidavit](#) (if missing itemized receipt(s))
- [Vaccine Attestation Form](#) (for all travel)
- All receipts and/or supporting documentation from purchase or trip



Harvard University
NONEMPLOYEE REIMBURSEMENT FORM

This form should only be used for nonemployee reimbursements (honoraria, prizes, awards or other types of income cannot be included on this form). Suppliers and/or independent contractors billing for services or products should not use this worksheet, and should invoice the University directly. NOTE: Be sure to download the form and save it to your desktop in order to digitally sign the form.

Reimbursee Info Nonemployee Reimbursement Reminders:

| | | | |
|---|--|--|-------------|
| Affiliation: Invited Guest Harvard Student Other: | | | HUID |
|---|--|--|-------------|

| | | | |
|-------------------|-----------|------------------|--------------|
| First Name | MI | Last Name | Email |
|-------------------|-----------|------------------|--------------|

| | |
|------------------------|--------------|
| Mailing Address | Phone |
|------------------------|--------------|

General Description *(Business purpose of expense requests - multiple purposes may be included on one request, number individual unique business purposes)*

I certify that the expenditures listed below were incurred by me in conjunction with official Harvard University business, are accurate and comply with all applicable policies, I have included all required receipts, forms or other required documentation, and that I am not requesting reimbursement from any other

| | |
|--------------------------|-------|
| Signature of Reimbursee: | Date: |
|--------------------------|-------|

Attached is an email attestation in lieu of a signature above (see Instructions on required attestation language).

Expense Itemization*

All expenses must be itemized and include appropriate receipt images or other required documentation. Receipts in a foreign currency must be converted to US dollars with exchange rate noted on the receipts. See page two for additional expense itemization lines. Please return completed form and required documentation to the school or unit responsible for processing the electronic request.

| Expense Date(s) | Expense Description Include description and designation if applicable | Airfare 7651/7672 | Lodging 7652/7672 | Ground Transport ¹ 7653/7673 | Meals ² Indv- 7654/7674 Bus-7655/7675 | Other | Total |
|-----------------|--|----------------------|----------------------|---|---|-------|-------|
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| | | | | | | | |
| Total | | | | | | | |

Total amount <\$75 itemized in Grand Total

Grand Total

* B2P requestors - suggested object codes (domestic/foreign) are below each expense category.

¹ Includes trains, car rentals, gas, mileage, taxi, etc.

² Meals and incidentals including per diem. If allowed, alcohol must be charged to 8450 and itemized as "Other."



**Harvard University
NONEMPLOYEE REIMBURSEMENT FORM**

REV: 04/01/2021

Nonemployee Reimbursement Reminders:

- The form must be downloaded in order to be able to digitally sign the form.
- Receipts are required for any expenses ≥\$75.00 (Some schools may require receipts for all expenses, check with your local finance office for guidance.)
- Missing Receipt Affidavit (MRA) is required when receipt ≥\$75 are not available. MRA must be accompanied by a credit card statement showing individual's name and transaction.
- The MRA can be found at <https://travel.harvard.edu/resources>
- See instructions to process nonemployee reimbursements on the B2P site: <https://b2p.procurement.harvard.edu/eprocurement-ap>

Instructions

- ① Reimbursee Information: Enter reimbursee information. See below regarding reimbursee signature requirements.
- ② General Description: Enter a brief description of the expense(s). Including why the expense was incurred, what the expense was, where the expense was incurred, when the expense was incurred.
- ③ Reimbursee Signature: Physically or electronically sign the form. If the form cannot be signed, see below regarding reimbursee email attestation requirements.
- ④ Expense Itemization: List expenses by category.
- ⑤ Submit signed completed form with receipts to local department/unit for processing.

Reimbursee Signature Requirements

If a reimbursee is unable to complete or sign the Nonemployee Reimbursement (NR) form, the reimbursee may submit an email attestation with the applicable receipts.

- ① The attestation email must be from the reimbursee.
- ② Reimbursee must include all required receipts, forms, or other required documentation.
- ③ Reimbursee must include the following language in their email attestation.

EMAIL ATTESATION LANGUAGE (Cut and paste to send to reimbursee if they cannot sign the NR Form)

I certify that the expenses listed below were:
 Incurred by me in conjunction with official Harvard University business,
 Are accurate and comply with all applicable University policies,
 I have included all required receipts, forms, or other documentation,
 I am not requesting reimbursement from another source.

| Reimbursee Name | Purpose of Trip or Event Include expense dates) and/or travel start/end date(s) and | Total to be Reimbursed |
|-----------------|--|------------------------|
| | | |

Travel Documentation Requirements for Harvard Faculty, Staff, Students, and Researchers

Harvard faculty, staff, students, and researchers must follow specific [travel](#) and [vaccination requirements](#). Individuals not affiliated with Harvard and individuals traveling **to** Harvard do not need follow this travel guidance but must follow the [Centers for Disease Control and Prevention \(CDC\) Travel Order](#), [Massachusetts Travel Information](#), and [Harvard’s Post-Travel Testing and Quarantine information](#). See the [COVID19 Travel Guidance](#) page and [Travel and Reimbursement Guidance](#) pages for additional details, forms, and FAQs. If traveling internationally, review [Global Support Services guidance](#) to develop a safe travel plan.

| Traveler Type | Documentation Requirements | |
|---|---|--|
| | U.S. Travel | International Travel |
| Harvard faculty Harvard staff Harvard students Harvard researchers (e.g., employee postdocs) | <ul style="list-style-type: none"> All appropriate receipts following University and local policy Copy of the Vaccination and Booster Attestation (dated 010422), OR email approval for travel from the Office of Vice Provost for International Affairs (OVPIA) after completing the Travel Petition process (required for each time you travel) | <ul style="list-style-type: none"> Register with International SOS PRIOR to travel and include auto-generated email confirmation All appropriate receipts following University and local policy Copy of the Vaccination and Booster Attestation (dated 010422), OR email approval for travel from the Office of Vice Provost for International Affairs (OVPIA) after completing the Travel Petition process (required for each time you travel) |
| Postdocs or other fellows/stipendees (e.g., external postdocs, student travel grants) | <p>Nonemployee Reimbursement (NR)</p> <ul style="list-style-type: none"> All appropriate receipts following University and local policy Copy of the Vaccination and Booster Attestation (dated 010422), OR email approval for travel from the Office of Vice Provost for International Affairs (OVPIA) after completing the Travel Petition process (required for each time you travel) <p>Payment Request for Fellowship/Stipend/Grant (PR)</p> <ul style="list-style-type: none"> Submit any required travel waiver and other travel documentation to awarding department prior to travel. | <p>Nonemployee Reimbursement (NR)</p> <ul style="list-style-type: none"> Register with International SOS PRIOR to travel and include auto-generated email confirmation All appropriate receipts following University and local policy Copy of the Vaccination and Booster Attestation (dated 010422), OR email approval for travel from the Office of Vice Provost for International Affairs (OVPIA) after completing the Travel Petition process (required for each time you travel) <p>Payment Request for Fellowship/Stipend/Grant (PR)</p> <ul style="list-style-type: none"> Submit any required travel waiver and other travel documentation to awarding department prior to travel. |



Attestation of Full Compliance with Harvard University's COVID-19 Vaccination and Booster Requirements Prior to Harvard-Related Travel

I, _____, hereby attest under the penalties of perjury that I was, or will be, in full compliance with [Harvard University's COVID-19 vaccination and booster requirements](#) by the time of my Harvard-related trip. I received, or will receive, my final dose of vaccine on the following date (mm/dd/yyyy): _____.

I further attest that, if vaccinated and/or boosted outside of Harvard University Health Services (HUHS), I have submitted, or will submit, proof of my COVID-19 vaccination and booster to HUHS (see [instructions for submitting vaccine and booster documentation](#)). *Note: Individuals who received their vaccine and/or booster through HUHS do not need to submit a copy of their completed vaccination record, since it is already recorded.*

Signature: _____

Today's Date (mm/dd/yyyy): _____

HOW TO SUBMIT THIS FORM

After completing this form, save a copy for your records and:

- 1. If seeking reimbursement for travel, include a copy with your reimbursement request, OR*
- 2. If awarded a travel grant/fellowship by Harvard or receiving academic credit from Harvard, submit with other required pre-travel documentation (e.g. travel waiver) to your awarding department.*

**HARVARD UNIVERSITY
MISSING RECEIPT AFFIDAVIT**

Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

Airline Tickets

Attached is a copy of the itinerary invoice and proof of payment (i.e., credit card statement, cancelled check)

Hotel Folio

Attached is a copy of the hotel folio and proof of payment (i.e., credit card statement)
-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 and proof of payment:

| Date | Hotel/City | # of nights | Daily Rate | Total |
|------|------------|-------------|------------|-------|
|------|------------|-------------|------------|-------|

Car Rental Agreement

Attached is a copy of the car rental agreement and proof of payment (i.e., credit card statement)
-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 and proof of payment:

| 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 (**Name of attendees and business purpose is required on Expense Report or Pcard Settlement System)

Miscellaneous

For PCard transactions include a copy of the sweep report from the Pcard Settlement System or a copy of the credit card statement.

| Date | Description (in detail) | Total |
|------|-------------------------|-------|
|------|-------------------------|-------|

I, the undersigned, certify (a) that each expense described above, reported on Web Reimbursement Report number _____, or on the Pcard Settlement System Report was/were 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/Card holder _____ Date _____
REQUIRED

Authorized Signature _____ Date _____
REQUIRED