



Van Vleck Travel Grant

I - Overview

Van Vleck Travel Grant funds are available for travel and expenses for conferences or schools. The amount of the grant is up to \$1,000 per academic year (September through August) per registered physics graduate student with a Harvard physics advisor

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 Travel Grant Request Form

Once a student has decided to attend a conference or physics function, he/she will need to complete the Van Vleck Travel Grant Request form. There are a few specifics/restrictions worth noting before submitting a travel request.

- Funds are limited to travel and expenses for conferences/schools pertaining to physics related topics.
- Van Vleck Travel Grant funding is available for G1's and G2's, as well as G3's through G5's who have completed their oral exams
- Unused funds will carry over for one year (funds not spent within two years disappear). For example, a G1 allocation can be carried over to the G2 year.
- Students may 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 travel center does not always provide the best airfare).

The Graduate Student Travel Grant Request form must be approved and signed by the student's advisor. Attached the completed Universal Expense Form and the Missing Affidavit Form (if needed) and return to Carol Davis, Jefferson 241 for approval. To receive a reimbursement from the Van Vleck Travel Grant, all graduate students must submit their forms within 60 days of purchase.



Van Vleck Travel Grant (cont.)

III - Travel Reimbursements

There are two types of expense forms that can be used for reimbursement requests, the *Universal Expense Form* and the *Missing Affidavit Form*.

Universal Expense Form – This form should be used in two instances. The first instance occurs when a traveler decides to record actual expenses for purchases during his/her trip. In this case, the student must include descriptions and subtotals for all purchase categories, explaining each charge (A description should include who, what, when, why & when). Along with this form, travelers must provide original receipts for all business transactions, including plane and rail tickets, transportation costs, hotels, meals and other miscellaneous expenses.

www.physics.harvard.edu/admin/financial/forms/univexpense.pdf

A student may also complete a Universal Expense Form if he/she wants to be reimbursed per diem. A per diem rate is a daily government rate set for a specific location for reimbursement of lodging, meals, and other expenses. The per diem rate used must be for the traveler's particular destination and a student may not be compensated for per diem expenses for one portion of the trip, and actual expenses for the other. It is either one or the other. If a student chooses to claim per diem, dates of each expense and its corresponding rate must be included in the Universal Expense Form. These rates, as well as foreign, currency exchange and travel rates can be found at: http://vpfweb.harvard.edu/ofs/travel/rei_mil.shtml

Missing Affidavit Form – This form should be used when a student wants to be reimbursed for a particular expense, but he/she has lost, or has not obtained the original receipt for that purchase. If this is the case, the reimbursee must fill out the form and sign

www.physics.harvard.edu/admin/financial/forms/missing_receipt.pdf

Once a student has completed the necessary forms for reimbursement, the forms must be signed, and must include a valid mailing address for the recipient of the check. **Please note that all graduate students will receive checks, even if they receive their stipend via direct deposit.** Thus, it is imperative that each student fills out their mailing address.

For any additional questions or concerns regarding reimbursement policies, please visit <http://vpf-web.harvard.edu/ofs/home/policies.shtml#travel> and click on 'Travel and Reimbursement.



HARVARD UNIVERSITY

DEPARTMENT OF PHYSICS

OFFICE OF THE CHAIRMAN
JEFFERSON PHYSICAL LABORATORY
CAMBRIDGE, MASSACHUSETTS 02138

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 Lisa Cacciabaudo, Jefferson 362

For Physics Department use only

Approved _____

Denied/Reason _____



Non Employee Reimbursement Form

Harvard University
University Financial Services
1033 Massachusetts Ave., 2nd Floor
Cambridge, MA 02138

Request Date: * NR Number *:

Reimbursee Name: * Requisition #:*

Affiliation Invited Guest Harvard Student Other (Explain below) HUID (Affiliates):*

Other Explanation

U.S. Citizen or Permanent Resident Yes No Federal Sponsored Yes No

#	Dates of Expense(s)	Business Purpose: Provide detailed reasons and date ranges for expenditures. Travel and entertainment expenses require the person(s) and/or organization and location. ALL expenses must be itemized.
1		
2		
3		

ALL EXPENSES MUST BE ITEMIZED INCLUDING EXPENSES LESS THAN \$75
(A DETAILED ITEMIZED LIST FOR EXPENSES LESS THAN \$75 CAN BE ATTACHED TO THIS FORM)

#	Description (date, details, etc)	Air/Rail	Lodging	Ground Trans	Business Meals	Other	Total
	Sub-Total Expense from page 2						
	Total Reimbursement						

Total amount under \$75 itemized in Total Reimbursement

I certify these are valid University business expenses

Reimbursee Signature:*

Reimbursee Check Mailing Address:*

Prepared By (Print): Phone #

You agree no unallowable costs, including undocumented expenses under \$75, are being charged to Federal Funds as specified in OMB Circulars A-21 and A-22.

Approved By (Print): Phone #

TO EXPEDITE PAYMENT, PLEASE RETURN COMPLETED FORM AND REQUIRED DOCUMENTATION TO THE UNIT RESPONSIBLE FOR PROCESSING THE ELECTRONIC REQUEST

***Required Field**



Non Employee Reimbursement Form

Reimbursee Name: *

Requisition #: *

#	Dates of Expense(s)	Additional Business Purpose: Provide detailed reasons and date ranges for expenditures. Travel and entertainment expenses require the person(s) and/or organization and location. ALL expenses must be itemized.
4		
5		
6		
7		

Additional Expenses

#	Description (date, details, etc)	Air/Rail	Lodging	Ground Trans	Business Meals	Other	Total
Sub-Total Expense to Page 1							

Line Distribution

Business Purpose #	Amount	Tub	Org	Object	Fund	Activity	Sub	Root

*Required Field

HINTS AND POLICY NOTES:

* Please refer to www.travel.harvard.edu for complete policy.

* This completed form and required documentation must be returned to the local unit for processing.

**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 American Express Corporate Card record of charge
 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

DOCUMENTATION REQUIREMENTS

The University requires individuals to submit the following documentation to substantiate all expenses in excess of \$75.

- Air/Rail – original ticket receipt
- Hotel – hotel folio is required for all lodging expenses, regardless of cost.
- Car Rental – car rental agreement receipt
- Personal Car Usage – receipts for tolls and parking and daily mileage log listing date, itinerary, and number of miles
- Meals/Entertainment – credit card receipt or cash register receipt (no restaurant tear tabs)
- Receipts must include the name of the vendor, location, date, and dollar amount.
- Detailed cash or sales receipts
- Packing slips with a dollar amount
- Subscription or dues forms

Please Note: Some schools require receipts for all expenses.

Transactions under \$75 do not need receipts unless otherwise required by the individual school or because of conflict with funding agency requirements. Lodging transactions require hotel folio regardless of amount.

MISSING RECEIPTS

General

Individuals must attempt to obtain a copy of the original receipt from the vendor for all travel costs in excess of \$75. Missing receipt affidavits must be signed by both the individual and authorized signer with a complete explanation of the expense if a copy of the receipt is unobtainable.

PCard Receipts

Cardholders are required to obtain original receipts for all transactions in excess of \$75. If this is not possible, a missing receipt affidavit must be completed and signed by the cardholder and the PCard administrator.

Airline Ticket Receipt

In the event of a missing airline receipt (last page of the ticket stub), the affidavit must be accompanied by some form of documentation. The agency issuing the original ticket must be contacted and a copy of the receipt requested. All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue.

If the traveler is unable to obtain a copy of the airline receipt, a copy of the American Express record of charge or the itinerary and form of payment (either credit card statement or cancelled check) must be included with the missing receipt affidavit.

Hotel Folio

The IRS requires a hotel folio or itemized bill for all lodging reimbursements. The \$75 limit does not apply to lodging expenses.

For complete information on expense reporting, please refer to the Harvard University Travel and Entertainment Policy and Reference Manual.