



# 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.

As of 1/1/2023, reimbursement for travel expenses will be completed using federal Meals & Incidentals per diem rates for the location of travel, granting 75% of the per diem rate on the arrival and departure dates. Per diem replaces meals and incidentals. Expenses for airfare, ground transportation, lodging, and registrations will be reimbursed in the actual amount paid. PLEASE NOTE: While itemized meal receipts are not required for Van Vleck reimbursements, they may be required if combining a Van Vleck reimbursement with other funding sources. It is a best practice to retain all itemized receipts until a reimbursement is fully processed. Current domestic per diem rates can be found [HERE](#). International rates can be found [HERE](#).

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



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Graduate Student Funds balance with one of the Graduate Program Administrators, Lisa Cacciabauda or 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](#). **DO NOT EMAIL YOUR VAN VLECK REQUESTS.** 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