

GHC Scholarship Reimbursement Instructions

After the conference, checks will be mailed to scholarship recipients in the US and Canada and wire transfers will be done for international students.

Reimbursement packets must be postmarked and mailed by **November 1, 2008**. Please allow 4-5 weeks for processing after mailing.

Students are responsible for any costs incurred that exceed the amount of the fixed travel award.

To request reimbursement:

1. Include original travel receipts (airfare, ground transportation, etc.)
Please make a copy for yourself.
2. Tape your receipts to sheets of paper (8 ½ x 11)
3. Complete the "Scholarship Expense Report"
4. If you are requesting reimbursement for mileage, print a [Mapquest](#) or [Google Maps](#) report of your trip. Reimbursement rate is \$0.585/mile. You can be reimbursed for mileage **OR** gas, but not both.

Additional info for international students:

1. Your receipts do not need to be in English or calculated in USD.
2. Submit the "Wire Transfer Form"
3. All international reimbursements will be calculated using October 1, 2008 end of business day exchange rates of the Federal Reserve Bank.

Mail all reimbursement packages to:

Anita Borg Institute
ATTN: GHC Scholarship Reimbursement
1501 Page Mill Road
Mailstop 1105
Palo Alto, CA 94304

Reimbursement packets will also be available for pick up at the ABI Information table at the conference.

SCHOLARSHIP EXPENSE REPORT

1.) First, Last Name: _____

2.) School Name: _____

3.) Scholarship Type (*check one*):

- | | |
|---|--|
| <input type="checkbox"/> Academic Underwriter (GHC Sponsor) | <input type="checkbox"/> Google |
| <input type="checkbox"/> ACM | <input type="checkbox"/> IBM |
| <input type="checkbox"/> Amazon.com | <input type="checkbox"/> Microsoft |
| <input type="checkbox"/> Anita Borg Community | <input type="checkbox"/> National Science Foundation |
| <input type="checkbox"/> CA | <input type="checkbox"/> Salesforce.com |
| <input type="checkbox"/> Cisco | <input type="checkbox"/> Sun Microsystems |
| <input type="checkbox"/> Goldman, Sachs & Co. | <input type="checkbox"/> Systems |

4.)

EXPENSES	TOTAL
Airfare	\$
Shuttle/Ground Transportation	\$
Mileage (\$0.585/mile)	\$
Visa Letter (International students)	\$
Hotel <i>\$73/night for 9/30-10/3, notified ABI before GHC</i> <i>up to must have</i>	\$
Meals <i>during 10/1-10/3</i> <i>not</i>	\$
Other (specify):	\$
TOTAL DUE (in USD)	\$

5.) I certify that the above information is accurate.

Signature

Date

6.) Mail by reimbursement check to: Name: _____

Address: _____

City, State, Zip: _____

- I am an international student and have included the wire transfer form

Submit this form and receipts to:

7.) ABI, Attn: GHC Reimbursement, 1501 Page Mill Road, MS 1105 Palo Alto, CA 94304

Internal Use Only

Approval Signature

Date

WIRE TRANSFER FORM (INTERNATIONAL STUDENTS ONLY)

Please provide the following information.

Beneficiary/Recipient Of Funds:

Beneficiary/Recipient Name:	
Beneficiary Account Number:	
Beneficiary Phone Number:	
Beneficiary Street Address:	
City:	
State:	
Postal Code:	
Country:	

Beneficiary Bank Information:

(financial institution or broker dealer where the beneficiary maintains the account)

Beneficiary Bank RTN or SWIFT Bank Identifier Code (BIC):	
International Sort/Routing/ Clearing Code (if applicable):	
Beneficiary Bank Name:	
Beneficiary Bank Street Address:	
City:	
State:	
Postal Code:	
Country:	
Foreign Currency Type/Name	