



2010 GHC Scholarship Reimbursement Instructions

- Scholarship reimbursements are processed **AFTER** the conference.
- Checks will be mailed to scholars in the US and Canada. Wire transfers will be processed for scholars attending colleges/universities outside of the US and Canada (unless a check is specifically requested).
- You are responsible for any costs incurred that exceed your travel award.
- Reimbursement packets will be available for pick up at the ABI information table at the conference.
- K-12 workshop attendees: reimbursement packets will be included in your workshop materials.

You must submit a reimbursement packet by November 1, 2010 with the following items:

1. **Submit original travel receipts** (airfare, ground transportation, etc.) Copies of online reservations with ticket price can be submitted. Keep copies for yourself.
2. **Tap small receipts to sheets of paper** (8 1/2" x 11").
3. **Complete the Scholarship Reimbursement Form**
4. **Complete Wire Transfer Form** (if outside the US and Canada).
5. **Include [Mapquest](#) or [Google Maps](#) printout** if requesting reimbursement for driving to/from GHC. Mileage is \$0.50/mile. Please note that you can be reimbursed for either mileage or gas. You **will not** be reimbursed for both.
6. **Keep a copy all items you are submitting for reimbursement.**

Mail your reimbursement packet to:

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

You will receive your reimbursement 5-6 weeks after submission.

International Reimbursements:

- Your receipts do not need to be in English or calculated in USD.
- All international reimbursements will be calculated using September 29, 2010 end of business day exchange rates of ONADA.