



## **2009 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 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. CSTA attendees: reimbursement packets will be included in your workshop materials.

**You must submit a reimbursement packet by November 1, 2009** with the following pieces:

1. Original travel receipts (airfare, ground transportation, etc.) Keep copies for yourself.
2. Tape small receipts to sheets of paper (8 1/2" x 11").
3. Complete the [Scholarship Reimbursement Form](#)
4. [Wire Transfer Form](#) (if outside the US and Canada).
5. [Mapquest](#) or [Google Maps](#) printout (if requesting reimbursement for driving to/from GHC. Mileage is \$0.55/mile). Please note that you can be reimbursed for either mileage or gas. You **will not** be reimbursed for both.

### **Mail your reimbursement packet to:**

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

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

### **International students:**

- Your receipts do not need to be in English or calculated in USD.
- All international reimbursements will be calculated using September 30, 2009 end of business day exchange rates of ONADA.