

2009 Packard Fellows Meeting Reimbursement Form

The Packard Foundation will reimburse reasonable travel expenses related to the Packard Fellows Meeting. **Receipts and reimbursement requests must be submitted before November 30, 2009.**

Expense Reimbursement

Please keep all receipts showing total amounts paid for travel-related expenses. The Foundation has provided hotel accommodations Wednesday, September 9 through Sunday, September 13. **Please note: the Foundation will not reimburse guest expenses, mini-bar charges, in-room movies, internet access charges, personal phone bills, car rentals, alcoholic beverages and business center-related expenses.**

Receipts

You must attach original, itemized receipts. We will not reimburse expenses without receipts. Please clearly mark receipts with your name, description of the expense and total amount of the expense to be reimbursed.

Expenditures

Coach Airfare	\$ _____
Mileage at \$0.55 per mile (if applicable)	\$ _____
Taxi	\$ _____
Carbon offsets (see below)	\$ _____
Meals (Fellow meals only)	\$ _____
<i>The Foundation will not reimburse expenses exceeding:</i>	
• Meals en route to/from Monterey: \$25 per meal	
• Meals in Monterey: \$50 per meal	
Other: _____	\$ _____
Total	\$ _____

Please provide the address where you would like the Foundation to mail your reimbursement check.

Please mail OR email this form with your receipts to: Tina Baldwin, Program Budget Administrator
The David and Lucile Packard Foundation
300 Second Street
Los Altos, CA 94022
tbaldwin@packard.org

Carbon Offsets Reimbursement

Aviation accounts for 4-9% of total climate change due to carbon emitted. In an effort to neutralize the impact of carbon emissions, the Foundation will reimburse you for carbon offsets purchased for your trip to Monterey. The following sites provide information on how carbon offsets work and how to purchase them. You may also use a different carbon offset provider of your choice.

Sustainable Travel: www.my-climate.com
Native Energy: www.nativeenergy.com
Carbon Trust: www.carboncounter.org

*The Foundation will reimburse offsets for one roundtrip flight to Monterey (MRY).

**Please remember to submit your carbon offsets receipt.