

2008 Packard Fellows Reunion 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, 2008.**

Expense Reimbursement

Please keep all receipts showing total amounts paid for travel-related expenses. The Foundation has provided hotel accommodations Wednesday, September 3 through Sunday, September 7. **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

Mileage at \$0.585 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 Park City: \$25 per meal	
• Meals in Park City: \$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 Park City. 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 Salt Lake City (SLC).

**Please remember to submit your carbon offsets receipt.