



2010 BPC Reimbursement Request form

Reimbursement/Grant Details

- Eligible HBS students must complete Section A (below) and submit this form plus all related ORIGINAL receipts to the BPC Administrator (Alice Moses) in Rock Center 107 by 4:00 pm on Wednesday, April 28, 2010.
- BPC Administrator verifies the receipts and total reimbursement amount, and completes Section B of the BPC Expense request form.
- For non-US Citizens, this reimbursement may result in the amount being subject to tax withholdings and reported to the IRS. Contact the Harvard International Office (<http://www.hio.harvard.edu/>) for more information.
- For US Citizens, these are *generally* non-reportable (Harvard does not report the payment to the IRS) but all students should consult with a tax advisor to see if the grant income should be reported on their taxes.
- No forms will be processed until AFTER April 28; it takes approximately 4-5 weeks for HBS to process the request and the University cut the checks.
- See page 3 for the Expense Policy and additional reimbursement details.
- If you have any questions regarding this process, please contact Alice Moses (amoses@hbs.edu).

Section A: *To be completed by Grant Recipient*

Student Name: _____ (please print)

Team Name: _____ Team Number: _____

Student HID: _____ SSN: _____

Check Remit Address: *NOTE the turnaround time is 4-5 weeks AFTER April 28, so please provide your off-campus address if you will be moving in this time period. ALSO, if your name does not appear on the mailbox, you must include a c/o name or your check may not be delivered.*

Valid until: _____

Permanent Address: _____
(Must be a non-Harvard address.) _____

Citizenship Status:

_____ U.S. Citizen

_____ Permanent Resident* (perm. res. ID #) _____

_____ Non-U.S. Citizen*

* NOTE: If you are a non-U.S. citizen, you must fill out the foreign national information form which can be downloaded here: <http://able.harvard.edu/forms/fnif.pdf>. >>Note that permanent residents must also fill out this form.

EXPENSE POLICY

The Business Plan Contest offers the opportunity for teams to obtain reimbursement for up to \$1,000 of expenses that were legitimately incurred in the course of preparing the business plan submission.

This Reimbursement is available only to students who officially entered the contest by the December 18, 2009 deadline.

HBS students in the Social Venture Track may apply for this grant – OR – a grant through a Social Enterprise Field Study/ISR Reimbursement Grant Funding Program. Please check the SE website (<http://www.hbs.edu/socialenterprise/fieldstudies/funding.html>) for information and deadlines.

- All expenses must be incurred AND paid for **prior** to your initial business plan submission at noon on April 8, 2010.
- An original receipt showing payment or an invoice is required for all items listed on page 2. Invoices **MUST** include a line showing your payment, including the date of the payment, the method (check, credit card, etc.) and the amount paid. If the invoice does not include this information, that expense will not be accepted for reimbursement.
- Approved expenses include: purchased research reports, telephone calls required for research, photocopying of business plan for submission, hosting services for running a beta version of a web site, software tools required to build a web site or develop other aspects of the product/service, travel required for research. Payments to others for services performed (i.e., legal, accounting, etc.) are approved as long as the individuals providing the services are **not** relatives, the services are purchased at fair market value and a receipt for your payment has been issued. Meals, entertainment, or hardware or electronic items for team members are **NOT** a reimbursable expense.
- If you elect not to present, you will still be eligible for reimbursement of up to \$1,000 of legitimate expenses (incurred by the date specified above). However, in order to be eligible, you must still submit a document to the business plan contest. This document may be either a business plan or a substantive report that describes your reasons for not pursuing the business opportunity. The philosophy here is that the \$1,000 grant is designed to facilitate the learning process, and we do not want to penalize teams who learned that their idea was not worthy of pursuit. At the same time, we need to see evidence that substantive intellectual work was done.
- Turn in **one reimbursement request form per team** as the check will be cut to one individual only.
- The completed BPC Reimbursement Request form plus all related ORIGINAL receipts must be submitted to Alice Moses, Rock Center 107 by the **Wednesday, April 28, 2010** deadline.