



2012 BPC Reimbursement Request form

due by 12:00 noon on Tuesday, April 10, 2012

Section A: *To be completed by Student Grant Recipient (ALSO, itemize your receipts and sign on next page)*

Student Name: _____ (please print clearly)

Team Name: _____ Team Number: _____

Student HID: _____ SSN: _____

Check Mailing Address: *NOTE checks will be mailed out in late-May/early-June, so please provide your off-campus address if you will be moving before late-June. 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://www.hbs.edu/entrepreneurship/pdf/FNIF.pdf>. >>Note that permanent residents must also fill out this form.

Section B: *To be completed by BPC Administrator*

Please process a Business Plan Grant payment to the above student in the amount of: \$ _____
and charge to account:

430-39480-6440-000001-674376-0000-00000

Please contact Alice Moses, amoses@hbs.edu with any questions.

Approved by: _____

Professor Michael J. Roberts

Date: _____

EXPENSE POLICY

The Business Plan Contest offers the opportunity for teams to obtain reimbursement for up to \$1,000 of eligible expenses that were legitimately incurred in the course of preparing the business plan submission. **This reimbursement is available only to HBS MBA students who officially entered the Contest by the December 14, 2011, 12:00 noon deadline.**

HBS MBA students in the Social Venture Track may apply for this grant – OR – a grant through a [Social Enterprise Independent Project Reimbursement Grant Funding Program](#). Please check the SE website for information and deadlines.

- Eligible expenses incurred AND paid for between August 31, 2011 and **12:00 noon on March 29, 2012** (the date your initial plan is due) will be considered for reimbursement. See bullets below for eligible and ineligible expenses.
- 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.
- **Eligible 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.
- 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. Gift cards/certificates to third parties (purchased as survey incentives, e.g.) are reimbursed up to \$25 per person with an overall maximum of \$100.
- **The following expenses are NOT eligible:** travel, meals, entertainment, or hardware or electronic items for team members. Also note that we will not reimburse specifically for color copies of your plan (if it puts you over the \$1000 limit), so we recommend making black and white copies or making sure the extra cost fits into your budget.
- If you elect not to present, you will still be eligible for reimbursement of up to \$1,000 of legitimate expenses (incurred/paid 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 (of equal length and depth of a business plan) 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 **12:00 noon on Tuesday, April 10, 2012**. No exceptions will be made for late requests, forms and/or receipts.