



HARVARD Kennedy School
Center for Public LEADERSHIP

2009 Business Plan Contest Social Enterprise Track Reimbursement Request Form

The Reynolds Foundation Fellows program will reimburse eligible expenses incurred for SE track teams in the Business Plan Competition that do not contain an HBS student.

Please follow these guidelines in order to be assured reimbursement:

- We strongly encourage choosing one team member for reimbursement of all expenses and dividing as necessary later once the check is issued.
- Keep all original receipts for submission once the competition is over (no reimbursements can be made without a receipt). Note on the back of each receipt what was purchased and why.
- Submit all reimbursable expenses by 4 p.m. on April 29, 2009 to:

Jennifer Firno
 Center for Public Leadership
 Taubman Building, First Floor
 Harvard Kennedy School
 79 JFK Street, Box 124
 Cambridge, MA 02138

Include the name, address, phone number, and email of the team member chosen for reimbursement.

- Email Jennifer with reimbursement questions: jennifer_firno@harvard.edu.

Student Name: _____
 (please print)

Team Name: _____ Team number: _____

Student HUID: _____ SSN: _____

Permanent Address: _____

Email Address: _____ Phone: _____

Check Remit Address: *NOTE the turnaround time is 4-6 weeks, 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.*

Citizenship Status:

U.S. Citizen/Permanent Resident? _____ Perm. Res. ID# _____

Non-U.S. Citizen _____ Visa Type _____ Country of Tax Residency _____

