

MIT ALUMNI LEADERSHIP CONFERENCE

MIT10 Travel SUBSIDY

To help defray some of the cost of coming to campus for the Alumni Leadership Conference, MIT10 (young alumni) volunteers may apply for the ALC Travel Subsidy. This program was established to assist recent graduates who otherwise could not afford to attend this conference.

This year, we are accepting up to the first 30 applications for the subsidy. If you need assistance and if you graduated between 2000 and 2009, you may submit this form for consideration. Up to 50% of your transportation expenses may be reimbursed, not to exceed \$200 USD.

Transportation expenses that will be considered include: coach airfare, fares for train/bus/cab, car rentals, tolls, private automobile mileage (reimbursement is based on the prevailing IRS rate of .55 cents/mile.) Accommodation costs, conference fees or gasoline expenses are not considered for the subsidy. These expenses must specifically be for the purpose of attending the conference. We reserve the right to decline reimbursement for expenses that do not meet our criteria.

Simply fill out the bottom half of this form, attach airfare documentation, original receipts for bus, taxi, or train (retain copies for your records) and return to:

Sarah Hendrick
MIT Alumni Association
600 Memorial Drive, Bldg. W98
Cambridge, MA 02139
Phone: (617) 253-8246
Fax: (617) 258-0532

Deadline for submitting reimbursement requests: October 9, 2009
Accepting up to the first 30 applications for the subsidy

Name: _____ Class Year: _____
Address: _____ Home Phone: _____
Work Phone: _____
E-mail: _____

Please list your transportation expenses:
Expenses for transportation to and from the conference are eligible for subsidy consideration.
Please attach receipts for all expenses.

Table with 5 columns: Travel Date, From, To, Transportation, Expenses. Includes example row: 09/19, Chicago, Boston, Air, \$250.00 and a Total Expenses row.