**Winter Term 2024**

**Verification of International Travel Costs**

• Please use this form to submit verification of travel costs up to the amount of your Grant Award.

• **Attach documentation of expenses** - **receipts or credit card statements** (showing expense date, vendor, amount, and payment method used) are the **only** acceptable form of documentation for verification of travel costs. In the event that verification of a portion of your travel costs can only be provided upon your return, please submit as much as possible prior to Winter Term and the remainder upon your return to HLS by **no later than February 15**. Travel costs include transportation, accommodations and meals --- any other categories must be expressly approved by International Legal Studies in advance of travel.

• If submitting receipts in hard copy, they should be taped to 8x11 sheets of paper in chronological order with accompanying totals for your expenditures in US Dollars.

All verification of travel costs should be sent to**:** [**abarbic@law.harvard.edu**](mailto:abarbic@law.harvard.edu)

**Name:**

**Grant Amount:**

**Summary of Expenses:**

Expense Amount (in USD) Date of Expense Comments

|  |  |  |  |
| --- | --- | --- | --- |
| *EX: Jet Blue flight to London* | *$500* | *12/20/23* | *Receipt and itinerary attached* |
| *EX: Air BnB* | *$350* | *1/3/24* | *Receipt and AirBnB invoice attached* |
| *EX: Breakfast* | *$11.88 (GBP 10)* | *1/15/24* | *Credit card receipt attached* |
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