

Reimbursements should primarily be submitted **only for travel expenses**.

Please send all required documentation to Linden at [lindenlovet@berkeley.edu](mailto:lindenlovet@berkeley.edu) **within 30 days** of return from travel.

Required Documents:

- Receipts for all charges for which you are requesting reimbursement i.e. airline tickets, Uber/Lyft rides, meals, hotels, conference registration.
- Bank statements showing the charges reflected in the receipts (please ensure no account numbers or personal information are visible in these images)
- If possible, please include a program or materials from the conference or event you are travelling to attend and what capacity you attended in (presenter, attendee, etc.)

If you are requesting reimbursement for a **non-travel expense**, please reach out directly to Linden for further information.