



Public Lab

open source tools for environmental investigation

Public Lab
PO Box 426113
Cambridge, MA 02142

GOSH 2017 Reimbursement Request

Please return this form via email to shannon@publiclab.org.

Name on Bank Account: _____

Payee Email: _____

Your address: _____

GOSH stipend amount: _____

If you don't remember, we can look this up.

For the below totals, please record the amount and the currency from your receipts and we will convert.

Airfare to/from GOSH total:	
Airport transport total:	
Visa costs:	
Travel for visa appointment:	

Fill out **one** of the sections below.

1) For bank accounts in Canada, Finland, France, Germany, Mexico, Netherlands, Spain, Sweden, Switzerland, United Kingdom, United States:

Bank Name:	
Bank City/State:	
Account Number:	
Routing Number:	
Checking or savings?	

2) If you aren't located in the above countries but have a Paypal account:

Paypal Email:	
---------------	--



Public Lab

open source tools for environmental investigation

Public Lab
PO Box 426113
Cambridge, MA 02142

3) If neither of the above are applicable:

Payee's Bank Account Number:	
Bank Name:	
Bank Address:	
Bank BIC/IBAN/SWIFT code:	
Additional information if applicable:	
Checking or savings?	

Authorization

By signing below I acknowledge that (1) I have provided either ACH information, a Paypal email, or a BIC/IBAN/SWIFT code for my bank and (2) I am responsible for any fees or additional charges that are a result of supplying incorrect banking or routing information.

Payee signature: _____



GOSH Travel Reimbursement FAQ

How do I get reimbursed for travel expenses?

You will be reimbursed after you attend the gathering by submitting your receipt and filling out the reimbursement form. Please email both this form and your receipts to shannon@publiclab.org. When you're at GOSH, find Shannon to provide a signature that you attended.

I received travel support from GOSH – are there limitations to what I can spend it on?

Yes – GOSH funding can be used towards:

- Return flights to Santiago, Chile from your location
- Ground transport costs to and from the airport in your starting location and Santiago
- Visa costs and travel related to visa appointments

GOSH travel funding will not cover:

- Local transport in Santiago during the meeting
- Premium tickets for any form of transport
- Onward flights to other destinations unless the combined cost is lower than a return ticket

Airfare: Last minute high priced tickets are to be avoided and all tickets supported by GOSH must be purchased at least one month in advance. All tickets should be purchased in economy class, premium/business/first class travel cannot be reimbursed. While we don't want attendees to travel needlessly in the middle of the night or experience unnecessary multiple stops, please set a target of adding no more than 10% to the cost of a ticket merely for convenience. We cannot reimburse for upgrades, baggage fees, headset rentals in flight, or food/beverages purchased during flights and layovers.

Ground transport (Taxi/Bus/Metro/Train): When transiting within Santiago and the airport and within your home city and the airport, the cheapest form of transportation should be used. Taxis will only be reimbursed for travel should travel be required before 8am or after 10pm.