

Synberc Travel Request Form

(NOTE: applies to SynBERC-funded students/postdocs/staff, PIs, Affiliated PIs, SAB members)
 Email to fdelro@berkeley.edu

Date:

Traveler's Name (same as on government-issued ID): (First) (Middle, if any) (Last)			Institution/Company: Check if: PI Student/Postdoc Other:		
Purpose of Travel: Synberc Fall Retreat Sep 19-21, 2015 at MIT			Traveler's Email:		Traveler's Cell Phone:
Gender: Date of Birth (mm/dd/yyyy):			Seat Preference (check): Window Aisle		Travel Arranger: Fernando del Rosario SynBERC Central
Airline preference: Frequent Flyer #:			DHS Redress #: TSA Pre✓:		Phone: 510-486-5562

UC Berkeley/Synberc Travel Policies:

- Economy-class, nonrefundable/nontransferable tickets only. For budget reasons, obtain the lowest fare by booking/purchasing tickets at least a month BEFORE travel date. If you purchase your ticket, reimbursement will be based on economy airfares available a month before the retreat. For higher fares, traveler may be reimbursed with a written justification and request for exceptional approval.
- If airticket is purchased by Synberc, any ticket changes or upgrades will be paid by traveler. Traveler may be reimbursed with a written justification and request for exceptional approval.
- To reimburse other travel expenses (baggage fee, taxi/shuttle/train, meals in transit, etc.), keep all receipts and attach to the [Travel Reimbursement Request Form \(link\)](#).
- In case of personal/airline emergencies or weather conditions causing flight changes or cancellation, immediately inform SynBERC Central Office (email fdelro@berkeley.edu or call 510-486-5562).

AIRLINE RESERVATIONS (Enter preferred itinerary below. Not guaranteed. Depends on availability.)					
Date	FROM (specify airport)	TO (specify airport)	Preferred Airline / Flight No.	Departure Time	Arrival Time

Sep 18-20

HOTEL RESERVATIONS (For Synberc-funded attendees, Synberc pays room/tax for MAX 3X only.) (Students/postdocs are required to share rooms for budget reasons.)				
Check-in mm/dd	Checkout mm/dd	Hotel #1 – Le Meridien (View hotel info)	Hotel #2 – Marriott (View hotel info)	If applicable, enter below roommate's name
Sep 18	Sep 20/21	Book online before Aug 19 Or call 617-577-0200 Synberc secured a limited no. of rooms at \$255/night plus tax.	Book online before Aug 28 Or call 888-236-2427 Synberc secured a limited no. of rooms at \$292/night plus tax.	

ADDITIONAL INFORMATION / REQUESTS / COMMENTS:
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