

TRAVEL GRANT REQUESTS

The FreeBSD Foundation Travel Policy

Travel grants are available to FreeBSD developers (kernel hackers, documentation authors, bugbusters, system administrators, etc), who need assistance with travel expenses for attending conferences related to FreeBSD development. In some cases, we are also able to fund non-developers, such a community members and FreeBSD advocates.

Typical expenses include transportation and lodging. When estimating expenses, air travel should be based on a 14-day advance purchase or Saturday night stayover. Airfares tend to increase the closer it gets to the departure date, so make sure to book flights well in advance. If you are a student, check if the airline offers a student rate. We require that you base your accommodation expenses on sharing a room at the conference hotel. The Foundation will not cover meal or alcohol expenses.

In order to be eligible for a travel grant, the Travel Grant Request Application (below) must be completed and submitted at least 3 weeks prior to departure. The approval process may take up to two weeks. **The justification is the most important part of your application.** Tell us why attending this conference will be beneficial to you and the FreeBSD community.

We would appreciate if developers could look to their employers first for sponsorship or cost-splitting, since we have a limited budget. If we are an official sponsor of a conference and you are speaker at the conference, we expect that the conference will cover your travel costs.

A Travel Reimbursement consists of a check, or wire transfer for non-US grant recipients, for expenses incurred during travel according to the Travel Grant Request Application submitted and approved prior to departure.

The FreeBSD Foundation will directly reimburse developers based on submission of a short trip report, Travel Expense Form and original receipts. The Travel Expense Form can be accessed at www.freebsd.foundation.org/documents/. If your trip extends 7 days, use another Travel Expense Form. These documents must be received within three weeks of travel.

The trip report can be written as an email, Word Document, or PDF file. The report should include the following:

- What you accomplished by attending the conference
- What you learned
- Contacts you made
- Links to blogs, white papers, or reports that can be helpful for the Foundation
- Any other information that you discovered that might be of interest to the Foundation

The FreeBSD Foundation will pre-approve an amount to reimburse, and may at its discretion reimburse costs above that amount. The amount reimbursed is based on actual expenses. This does not include expenses you paid for another person.

By submitting this application, you give permission to The FreeBSD Foundation to reproduce or reference your trip report and related materials in an unlimited manner for the Foundation's use.

For questions call the foundation at +1-720-207-5142.

Submit all documents and original receipts to:

The FreeBSD Foundation
P.O. Box 20247
Boulder, CO 80308-3247
USA

TRAVEL GRANT REQUEST APPLICATION

Name _____

E-Mail Address _____

Travel Purpose

Destination _____

Departure Date _____

Return Date _____

Justification
(Justify how this grant will benefit you and the FreeBSD community)

Estimated Expenses in US Dollars

Transportation	
Conference Fees	
Hotel	
Total	

Submit this application to The FreeBSD Foundation at least 3 weeks prior to departure

You may submit this form three different ways:

- 1. Fill in form and click on button below when finished**
- 2. Fill in form, print, and fax to +1-720-222-2350 or mail to address listed above.**
- 3. Print form, fill in, and fax or mail in.**

By submitting this application, I agree to abide by the FreeBSD Foundation Travel Policy as stated above .

Amount Approved _____

Date _____

Approved By _____

Title _____