



**REQUEST FOR TRAVEL SUBSIDY  
CHARLES SCHUSTERMAN INTERNATIONAL  
STUDENT LEADERS ASSEMBLY 2007-2008**

Because we know that travel can significantly increase the cost of participating in this event, partial travel subsidies will be available for **airfare only**. If the **airfare** of your domestic travel costs more than \$150, Hillel will reimburse you for 50% of any amount over that. Ground transportation should not be included in calculation.

We will determine what the **lowest possible 3-week advance-purchase fare** is for any particular domestic flight, and we reserve the right to reimburse students based on what we establish was the lowest possible airfare at the time.

This "Travel Subsidy" form must be completed to apply for this reimbursement.

Subsidies will only be processed if **both** a receipt showing the cost **and** payment of the ticket and a boarding pass are submitted.

All forms, copies of receipts showing payment, and boarding passes must be emailed/faxed/mailed to Hillel by Monday, January 21, 2008. Subsidies and refunds will be processed by the end of February. Refunds will be credited back to the credit card used to pay the registration fee.

**Name of Participant:** \_\_\_\_\_  
**Hillel:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Airfare:** \_\_\_\_\_ **Expected Reimbursement:** \_\_\_\_\_

**Important: You must attach a legible copy of your airline ticket stub  
or agent's detailed billing AND your boarding card.**

**Questions? Contact [leadersassembly@hillel.org](mailto:leadersassembly@hillel.org)**

Return this form and documentation to:

<b>FAX:</b> Attn: Leaders Travel Subsidy 202-449-6606	<b>MAIL:</b> Hillel Attn: Leaders Travel Subsidy 800 Eighth Street, NW Washington, DC 20001	<b>EMAIL:</b> <a href="mailto:leadersassembly@hillel.org">leadersassembly@hillel.org</a>
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FOR OFFICE USE ONLY

Postmark Date: \_\_\_\_\_