

## SVC Foundation Scholarship Program Travel Support Worksheet

The SVC Foundation invites previous year Scholarship Winners to attend the SVC Technical Conference (TechCon) in order to introduce them to the Vacuum Coating industry.

Student is expected to participate in conference events including technical sessions, tutorials and exhibits and shall be wearing its badge at all times. In particular, the student should attend the Conference Plenary Session on Sunday evening and expect to be recognized.

### SVC Foundation (SVCF) will provide:

1. Full Conference registration (admission to all functions available to regular full Conference registrants).
2. Prepaid four-night stay in a hotel of SVCF's selection (Sunday arrival through Thursday morning checkout). If you need to arrive on Saturday because flight connections from outside the USA cannot get you to the TechCon by 4:00 p.m. Sunday, or because you are attending a PRE-APPROVED Short Course, please state this below.
3. Economy travel expenses from your point of origin to the Conference location—**MUST BE APPROVED IN ADVANCE** (e.g., the price of a round-trip, economy-class, lowest-fare airplane ticket from your point of origin to the Conference location OR the cost of economy ground transportation). After receiving approval of your attendance to Short Courses (if applicable), students are advised to purchase the approved airline ticket immediately, because SVCF will not reimburse more than is stated on this SVCF Travel Support Worksheet. A copy of the airline ticket and a receipt for the airfare must be sent to SVCF a minimum of **SIX WEEKS** before the TechCon. The amount approved on this worksheet for the airline ticket or the amount of the actual airline ticket – whichever is lower – will be reimbursed.
4. \$100 for miscellaneous expenses and meals.
5. The fees for attending one or more Short Courses at TechCon up to a maximum of \$300. Attendance to Short Courses must be approved a minimum of 60 days prior to TechCon by SVCF Scholarship Chair Paolo Raugei (praugei@comcast.net).

### Notes:

- SVCF will be negotiating a special rate for TechCon travelers with an airline. You will be referred to the Preliminary Program or the SVC Web Site for details later. SVCF requests that you use this airline if the airfare is comparable to other airlines, and if the airline serves your point of origin.
- If you plan to combine travel to the SVC TechCon with travel to other locations, SVCF will reimburse you for only the equivalent of the price of a round-trip, economy class, lowest-fare airplane ticket from your point of origin to the conference location.
- Several meals are provided as part of the SVC conference activities – for example, at the Welcome Events, events in the Exhibit Hall and the Technology Forum breakfasts.
- SVCF requires you to provide a credit card to guarantee the hotel room for your arrival day. If you do not arrive on this date (without notifying SVCF in advance) or if you do not arrive at all, your credit card will be charged for a one-night stay.

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### Please use this SVC Travel Support Worksheet to request travel support

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_ Do you require lodging?  Yes  No

I need to arrive on Saturday  Yes  No

Credit Card Type: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

City of Origin: \_\_\_\_\_

Name of Airline (s) \_\_\_\_\_ Cost in US dollars \$ \_\_\_\_\_

Name of Airline (s) \_\_\_\_\_ Cost in US dollars \$ \_\_\_\_\_

Date \_\_\_\_\_ Signature of Sponsor \_\_\_\_\_ PRINT NAME \_\_\_\_\_

Date \_\_\_\_\_ Signature of Student \_\_\_\_\_ PRINT NAME \_\_\_\_\_

E-mail address of Student \_\_\_\_\_

**Send to SVCF by E-mail to [praugei@comcast.net](mailto:praugei@comcast.net)**

**(Worksheet adopted by SVC Foundation Board March 6, 2009)**