

KIN GRADUATE STUDENT Travel Expense Claim (one trip per claim)

Complete shaded area (Section 3) only if claiming School Travel Grant. One trip per claim form.

1 Name: _____ Student Number: _____

Payment Method (check one)

- Mail cheque to the following address: _____
- Direct Deposit
(for UBC employees only with direct deposit already set up with Payroll)

DESTINATION: _____

TRAVEL DATES: Leave (mm/dd/yy): _____ Return (mm/dd/yy): _____

CONFERENCE TITLE: _____

2 **ELIGIBILITY FOR SCHOOL TRAVEL GRANT (please)**

I have applied for a travel grant from G+PS and FOE and have received a decision regarding my application.

I am presenting, at a symposium or conference, a refereed/invited paper for which I am first/co-author and the School is acknowledged. (Include proof)

I am classified as a full-time grad student at the time of this travel grant application or will be applying within 12 months of thesis submission.

Paul Kennedy, Associate Director: _____

Signature *Date*

3 **TRAVEL ADVANCE REQUEST** _____ \$ _____ **CDN**

4 EXPENSES	Other \$\$	@	\$\$ CDN
Airfare/Public Carrier (see reverse for e-ticketing and claiming airfare in advance)			
Car Rental			
Cab Fare			
Airport Fees			
Parking			
Miscellaneous			
Mileage @ \$0.49/km _____ km			
*Meals - \$60.00 CAD/day (domestic) OR \$60.00 USD or EURO/day (international).			
Conference and other supplied meals must be deducted.			
Accommodation			
Conference Registration			
Other Travel Expenses			
TOTAL	\$		

*Breakfast \$14.00/Lunch \$16.00/Dinner \$30.00)

5 **THE FINE PRINT**

I hereby certify that the above listed expenses comply with UBC Policy #83 (Travel Policy www.policy.ubc.ca/policy83.htm) and are business-related expenses. **(Attach all original receipts, including boarding passes).**

Date _____ Student's Signature _____

6 **PRINT / SIGNATURE:**

Thesis/Grant Supervisor: _____ Date: _____

Applications may be submitted at any time, but must be claimed **within 6 months** after the conference date. Applications forms must be signed by both the student's thesis supervisor and the Associate Director for Graduate Programs.

GUIDELINES FOR ALLOCATING FUNDS (subject to availability)

- a) Grants up to \$500 will be awarded to assist with airfare (or equivalent) cost.
- b) Master's students are eligible for ONE travel grant from the School during their program; PhD students are eligible for TWO travel grants.
- c) Award decisions will be made on the perceived merits of the application. Preference is given to first time applicants.
- d) Travel grant allocations are considered whether or not partial funding from other sources is available to the student.

E-TICKETING

Electronic ticketing (or 'ticketless' travel) is when air travel has been arranged via a contracted agency and no hardcopy ticket is produced. The traveller's itinerary becomes the authorization document which, when shown to the airline secures a boarding pass.

Airline tickets issued electronically do not have passenger coupon receipts to use for reimbursement purposes. As such, e-tickets will be reimbursed when the expense claim is accompanied by the original travel agent itinerary (showing the ticket cost) together with the boarding pass stubs.

SITE STAMPING

When travel expenses such as airline reservations are made well in advance of the trip and payment is required before the trip is completed, or when expenses are partially covered by another organization and the traveller requires the original receipt for submission to that organization, the receipt, upon request, will be 'site-stamped' indicating the amount to be reimbursed by UBC. The receipt will be returned to the traveller so a claim may be made for the balance.

CAR RENTALS

Reimbursement expenses include the rental fee (non-luxury models), km/mileage charge, gasoline charges and applicable insurance coverage. UBC has Canada-wide and international discounts with various car rental agencies. Please refer to the Supply Management website for details: www.supplymanagement.ubc.ca

THE FINAL WORD

Receipts & Proof of payment must be included otherwise the claim cannot be processed.

NO PHOTOCOPIES