



School of Kinesiology

Travel Expense Claim

(one trip per claim)

Name:	Student/Employee #:
Payment Method (check one) <input type="checkbox"/> Mail cheque to the following address:	<input type="checkbox"/> 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): _____

PURPOSE (check one)

Conference (Please Attach Conference Agenda) Conference Title: _____

Other (specify): _____

JUSTIFICATION/PURPOSE (specific tasks completed)*:

EXPENSES	Original Currency	Exchange Rate	Canadian Dollar
Airfare/Public Carrier (Please attach Boarding Passes)			
Airport/Baggage Fees			
Car Rental			
Cab Fare			
Parking			
Mileage @ \$0.49/km _____ km (Please attach map)			
Meals - \$60.00 CAD/day (domestic) OR \$60.00 USD or EURO/day (int'l)			
Accommodation			
Conference Registration			
Other Travel Expenses			
Other Non-Travel Expenses			

CHARGE TO GRANT/SPEEDCHART#: _____ **TOTAL AMOUNT CLAIMED (CDN) \$** -

Travel Expense Guidelines

- * **Breakfast \$14.00/Lunch \$16.00/Dinner \$30.00** Conference supplied meals must be deducted (If Per Diem is not claimed, please provide receipts)
- * Please attach all **original** receipts. Photocopied or scanned copies are not acceptable. Please use **lost receipt form** for missing receipts.
- * Claims must be submitted **within 6 months** from the date of travel.
- * Travel on Tricouncil Grant: A justification or purpose of a trip has to be included on each trip that is being expenses on a tri-council grant and a clear **link** has to be established to the funded research. For non tricouncil, please provide the trip purpose.
- * **Airfare higher than economy:** Travellers claiming for cost of air travel in a class higher than economy, other than travellers claiming pursuant to section 3.1.2 (Policy #83), must obtain the approval of the Director.
- * **Meals with Guests:** As per tricouncil guidelines, refreshments and meals are only allowed for networking purposes in the context of formal courtesy between the grantee and guest research related activities in the context of assemblies that facilitate and contribute to the achievement of the research objectives. The following must be provided:
 1. Names & Affiliations with UBC
 2. Number of people
 3. Purpose of the meeting and how it relates to the research project
- * **Alcohol:** Alcohol is not reimbursable on all research grants. Alcohol on G funds requires a preapproval.
- * Optional: for any **foreign currency expenses**, please attach credit card statement if you wish to be reimbursed the exact amount; otherwise exchange rate will be based on day of processing from www.oanda.com/

Traveller's Certification	Supervisor's Approval
Authorization: I certify that this is the first and only time that these expenses have been or will be claimed; these expenses have been incurred in accordance with all applicable UBC policies (#83,#84) and granting agency policies.	Authorization: I certify that the expenses claimed are reasonable and required for the purposes of the job.
Signature: _____ Date: _____	Signature: _____ Date: _____

