

SCHOOL OF KINESIOLOGY
MISCELLANEOUS EXPENSE AND PETTY CASH CLAIM FORM

NAME:	EMPLOYEE / STUDENT NO.:
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Payment Method (check one <input type="checkbox"/>)	
<input type="checkbox"/> <i>Mail cheque to the following address:</i>	<input type="checkbox"/> <i>Direct Deposit (for UBC employees only with direct deposit already set up with Payroll)</i>

Itemized Expense (Please provide description & purpose for each expense)	Currency	Exchange Rate	Amount(CAD)
Total:			

CHARGE TO GRANT /SPEEDCHART#: _____

I hereby certify that the expenses above comply with UBC policy and granting agency requirements.

Miscellaneous Expenses Guidelines:

- **Meals and Refreshments:** Tri-council policies on Meals & Refreshments; They are only allowed for 'networking purposes in the context of formal courtesy between the grantee and guest researchers and research related activities in the context of assemblies that facilitate and contribute to the achievement of the research objectives'. For non tri-council grants, please provide the purpose of the meal. Please complete second page providing names and purpose (Tri-council & non Tri-council)
- Tri-council policies on **Technology** Purchases: A clear link has to be provided between purchase and funded research
- **Alcohol** is not reimbursable on all research grants. Alcohol on G funds requires pre-approval.
- **Research Subject Payments:** The PI is responsible for all accountability of funds received and disbursed to research participants according to the research protocol approved. Please attach subject payment form

Claimant's Name: (required by UBC policy)	Signature:	Date:
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Authorizing Name: (Principal Investigator)	Signature:	Date:
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As per UBC policy, original receipts must be provided. Faxed or photocopied receipts are not acceptable.

Additional Notes/Comments:

<p>Names of attendees & Affiliation::</p> <p>1 - _____</p> <p>2 - _____</p> <p>3 - _____</p> <p>4 - _____</p> <p>5 - _____</p> <p>6 - _____</p> <p>7 - _____</p> <p>8 - _____</p> <p>9 - _____</p> <p>10 - _____</p>	<p>Meals & Refreshments:</p>
<p>Purpose of meeting and how it relates to research (grant):</p>	