

# KIN POSTDOCTORAL FELLOW Travel Expense Claim

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

1 Name: \_\_\_\_\_ Employee 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 )**

All boxes must be selected below in order to be eligible.

- I have applied for a travel grant from G+PS and the Faculty of Education 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 postdoctoral fellow at the time of this travel grant.

**Huda Hamze**

(Manager, Administrative & Finance)

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 @ \$0.60/km _____ km (Please attach map)			
*Meals - \$80.00 CAD/day (domestic) OR \$100.00 USD or EURO/day (international).			
Conference and other supplied meals must be deducted.			
Accommodation			
Conference Registration			
Other Travel Expenses			
<b>TOTAL \$</b>			

\*\*Breakfast \$18.00CAD; \$24 USD/INTL. Lunch \$20.00CAD; \$26USD/INTL. Dinner \$42.00CAD; \$50USD/INTL. Conference supplied meals must be deducted (If Per Diem is not claimed, please provide receipts)

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](http://www.policy.ubc.ca/policy83.htm)) and are business-related expenses. **(Attach all original receipts, including boarding passes).**

Date \_\_\_\_\_ PDF Signature \_\_\_\_\_

6 **PRINT / SIGNATURE:**

Supervisor: \_\_\_\_\_

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

## **GUIDELINES FOR ALLOCATING FUNDS (subject to availability)**

A total of \$1000 maximum will be awarded to a PDF for the duration of their appointment at the School.

Applications may be submitted at any time.

Application forms must be signed by both the Supervisor and the Administrative Manager

## **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, gas 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](http://www.supplymanagement.ubc.ca)

## **THE FINAL WORD**

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

NO PHOTOCOPIES