

EDST Graduate Student Travel and Research Presentation Funding Policy*

(Approved at Department Meeting – November 20, 2014 with Proviso to Revisit Policy in 2015)

Graduate students are eligible for reimbursement from the *Graduate Student Travel and Research Presentation Fund* once per fiscal year, up to three times per degree program. The Travel and Research Presentation Fund provides travel support to a maximum of \$2,000 per graduate student per degree program. **Applications are accepted year-round until the fund is depleted (the fiscal year is April 1 – March 31).** The Department currently budgets \$20,000 per annum to support students making public presentations of their research at scholarly or professional events.

The presentation of research must take place while the student is enrolled in an EDST graduate degree program. Students must present proof that they have applied for the G+PS Graduate Student Travel Fund and the Faculty of Education, Graduate Student Conference Travel Grant, if eligible. *Students who hold major funding awards that include a dedicated travel budget are not eligible to apply for EDST Graduate Student Travel and Research Presentation funding.*

Reimbursement must occur in the fiscal year in which the research is presented. Students on official on-leave status or on financial hold are not eligible. Student enrollment ceases at the end of the month when all degree requirements are completed, not at the time of convocation.

Eligible expenses include travel, accommodation, meals, and conference registration. Application for reimbursement must include a memo signed by the student and faculty supervisor, proof of research presentation agenda, actual meal receipts (if a per diem is being claimed for meals it cannot include meals that were provided or included in the conference registration). Original, itemized and dated receipts are required for all expenses claimed. Credit card receipts that are not itemized are not acceptable for reimbursement.

Because of limited funds, not all requests that meet the established criteria will be approved. Applications are processed on a first-come, first-served basis until all program funds are expended. Students are strongly encouraged to consult with their supervisors before committing to research presentations.

Please submit your application to the EDST Reception.

*** Please note that when the policy comes into effect as of April 1, 2014, all current EDST students are grandparented in and are eligible to apply for the full amount of \$2000 travel support.**

**Faculty of Education
Finance Office
Travel Expense Claim
(one trip per claim)**

SHADED area MUST be completed

Name:

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):

PURPOSE (check one)

Conference (fill in next line)

Other (specify):

Conference Title:

TRAVEL ADVANCE (see reverse side to itemize proposed expenses)

\$

CDN

EXPENSES

	Other \$\$	exch@	\$\$ 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.			
Entertainment (list names/association on reverse)			
Accommodation			
Conference Registration			
Other Travel Expenses			
TOTAL \$	\$		\$

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

OTHER (non-travel expenses)

TOTAL CLAIMED (CDN)

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. Photocopied or scanned copies are not acceptable.)

Date

Traveller's Signature (Print & Sign)

AUTHORIZATION (To be completed by Grant Holder)

CHARGE TO GRANT # _____ (If claiming School Travel Grant, attach verification)

Date

Authorizing Signature (Print & Sign)

Budgeted Expenses for Travel Advance	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Advance	\$0.00

Entertainment Guests

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 traveler'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 traveler 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 traveler 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