# Faculty of Education - Request for Travel on Operating Funds

**This form must be completed 4 weeks prior to travel. Once this has been approved, you will receive an email confirmation from the Dean’s Office. Please return the completed form to the Finance Director in the Dean's Office for approval.**

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| --- | --- |
| Traveler's Name: | Enter traveler's name |
| Email: | Enter email address |
| Date of Request: | Enter date of request |

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| Travel Dates: | Leave: (mm/dd/yy) | Return: (mm/dd/yy) |
| Enter leave date | Enter return date |

**The following are questions to help develop clear and concise travel justifications:**

* What is the purpose of the trip (e.g., recruitment, conference, international educational partnership, scientific collaborations, proposal planning, etc.)?
* How does this trip benefit UBC and the Faculty of Education's teaching, learning or research mandates (e.g., possible future revenue for the University, promotion of a specific project, collaborations with international partners, and University exposure of a specific research area)?

**Purpose of Trip and Destination:**

Please provide a brief description of the purpose of the trip, and who, if anyone, will be accompanying you:

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| --- | --- | --- | --- | --- |
| Enter purpose of trip and destination | | | | |
| **Budget Breakdown:** | | | | |
| Airfare / Public Carrier | | | $ | Enter amount |
| Other Transportation (e.g., car rental, cab fare, parking) | | | $ | Enter amount |
| Accomodation | | | $ | Enter amount |
| Meals | | | $ | Enter amount |
| Mileage @ $0.49 / km | Enter mileage | km travelled | $ | Enter amount |
| Other Travel Expenses | | | $ | Enter amount |
| **Total Travel Budget Requested:** | | | **$** | Enter amount |

**Funding Source (Program worktag) and brief description of funds:**

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| Enter funding source and description of funds |

**Deliverables:**

Please provide a brief description of the expected outcome of the trip:

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| Enter a brief description of deliverables |

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| Dean's Office Approval: | Date: |
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| Report on Deliverables Received: | Date: |
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