

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.

Traveler's Name	
Email:	
Date of Request:	

Travel Dates:	Leave: mm/dd/yy	Return: mm/dd/yy

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 brief description on the purpose of the trip and who, if anyone, is accompanying you):

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Budget Breakdown:	
Airfare/Public Carrier	
Other transportation (e.g., car rental, cab fare, parking)	
Accommodation	
Meals	
Mileage @ \$0.49/km _____ km	
Other Travel Expenses	
Total Travel Budget Requested:	

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

(Please provide brief description on the expected outcome of the trip):

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