



Travel Expense Form

Name:	Destination(s):
Employee/Student #:	Travel Dates (Leave & Return) :
Payment Method (check one): <input type="checkbox"/> Direct Deposit	Purpose of Travel (check one): <input type="checkbox"/> <u>Conference Name:</u>
<input type="checkbox"/> Mail cheque to:	<input type="checkbox"/> <u>Other (in detail):</u>

Foreign Exchange Rates (Travel Expense Calculator):

www.xe.com/travel-expenses-calculator/

***Note:** Alternatively, you may attach a copy of your credit card statement to reimburse exact amount charged.

SELECT ONE OF THE FOLLOWING:

Travel Claim Advance Clearance

EXPENSES

	Currency	@ ex. rate	\$ CDN
Airfare/Public Carrier/Airport-Fees :			
Cab Fare :			
Car Rental :			
Parking :			
Mileage @ \$0.49/km km & Locations :			
Meals Per Diem: 14/CAD/USD/EUR = Breakfast, 16/CAD/USD/EUR = Lunch, 30/CAD/USD/EUR = Dinner; 60 Max Per Day. See Page 2			
Other meals expense (See page 2, "policies & procedures") :			
Accommodation :			
Conference Registration :			
Other Travel Expenses :			
Non-Travel Expenses :			

	Total Amount:	\$ -
*All travel claims should be submitted to the department/unit for processing within 1 month after the end of the trip.	Advance Requested:	
Claims submitted after six months following the return date of the trip will not be processed.	Net Amount:	\$ -

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.

Please attach all original receipts, including boarding passes. Photocopied or scanned copies are not acceptable.

Charge to the following Workday worktag (Program, Project, Grant, Gift or Gift Initiative) :	Is this a Tri-Council Grant? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If this is a Tri-Council grant, please provide a detailed **justification** (how the trip is related to the research):

Date	Traveler's Print Name	Traveler's Signature * Required by UBC Policy #83
AUTHORIZATION (To be completed by Grant Holder or One Administrative Level Higher)		
Date	Print Name	Authorization Signature

Policies & Procedures:

***Airfare higher than Economy:** Travellers claiming for the cost of air travel in a class of travel higher than economy, other than travellers claiming pursuant to section 3.1.2 (Policy # 83), must obtain the pre-approval of their respective Dean or Vice President.

***Meals Per Diem:** \$60 CAD within Canada, \$60 USD for USA & International, 60 Euros within Europe.

Note: Travellers may claim a meal per diem for an entire day or partial day. Where a per diem is claimed no additional amount may be claimed for the same meals. Per diems may only be claimed where meals have actually been consumed and are related to University business. Per Diems cannot be claimed where meals are already included (eg, conference fees, meetings, etc.)

***Meals with guests:** Per Tri-council guidelines, refreshments and meals 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. The following must be provided: 1. Names & Affiliations with UBC 2. Number of People 3. Purpose of the meeting and how it relates to the research project
[Tri-Council: Use of Grant Funds](#)

***Alcohol:** Alcohol is not reimbursable on all research grants (Tri-council & non Tri-council). As for G-funds, pre-approval is required from the Dean’s office. Nature of the meeting must meet section I or II of the Faculty Entertainment Policy (Hosting dinner for guests - visiting scholars, external reviewers, donors, etc).

[Faculty of Education Entertainment Expense Policy](#)

Notes/Comments

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