

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) \$0.00

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)

Traveller's Signature (Sign)

Required by UBC Policy

AUTHORIZATION (To be completed by Grant Holder)

CHARGE TO GRANT # _____

Date

Authorizing Signature (Print)

Authorizing Signature (Sign)

Approval from one administrative level higher

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