



TRAVEL FUND: REQUEST FOR REIMBURSEMENT

Applicant name			
Email		Date	
Phone		UBC ID <i>(The ID shown on your paystub)</i>	

A. Name of conference			
B. Location of meeting or conference			
C. Title of paper being presented: <i>[Attach copy of program]</i>			
D. Dates of workshop/conference (exclusive of travel time)			
From		To	
E. Expenses: <i>(Please attach ORIGINAL receipts)</i>			
Total travel costs			\$
Breakdown:	<i>Registration fee</i>	\$	
	<i>Accommodation</i>	\$	
	<i>Air fare</i>	\$	
	<i>Surface travel</i>	\$	
	<i>Per diem (see note below)</i>	\$	
Total Reimbursement <i>(to a maximum of \$1,000.00)</i>			\$

- Travel arrangements must be booked and travel expenses charged in compliance with UBC Policies #83 (Travel and Related Expenses) and #84 (Entertainment Expenses Guidelines).
- Currently the *per diem* rate for meals is \$60 CDN for travel within Canada. Travel anywhere outside of Canada is allowed a *per diem* of \$ 60 US. Receipts are not required when claiming a per diem.
- Individuals can apply to this fund only once per fiscal year (April 1 to March 31).
- The conference must take place between April 1, 2016 and March 31, 2017 and must include presentation of a paper.

Applicant's Signature		Date:	
Head's Signature		Date:	