

TRAVEL FUND: REQUEST FOR REIMBURSEMENT

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

<b>A. Name of conference</b>	
<b>B. Location of meeting or conference</b>	
<b>C. Title of paper being presented: <i>[Attach copy of program]</i></b>	
<b>D. Dates of workshop/conference (exclusive of travel time)</b>	
<b>From</b>	<b>To</b>
<b>E. Expenses: <i>(Please attach ORIGINAL receipts)</i></b>	
<b>Total travel costs</b>	\$
<b>Breakdown:</b>	
<i>Registration fee</i>	\$
<i>Accommodation</i>	\$
<i>Air fare</i>	\$
<i>Surface travel</i>	\$
<i>Per diem (see note below)</i>	\$
<b>Total Reimbursement</b> <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, 2018 and March 31, 2019 and must include presentation of a paper.

<b>Applicant's Signature</b>		<b>Date:</b>	
<b>Head's Signature</b>		<b>Date:</b>	