



PETER A. ALLARD SCHOOL OF LAW

GRADUATE PROGRAM

TRAVEL REIMBURSEMENT FORM & PROCEDURES – Post Travel

Instructions:

Once you have completed your trip please complete sections 1-4 and submit this Travel Reimbursement Form along with the items listed below either by email to Joanne Chung, the Graduate Program Advisor, research-based programs at: jchung@allard.ubc.ca or you may drop off your form, receipts and other supporting documents at Joanne’s office room 147A. If you have any questions regarding your travel reimbursement, please contact Joanne.

1. **Receipts:** Original itemized dated receipts are required to support a claim. Travel agency invoices, cancelled cheques, credit card statements or “paid” notices, photocopies, and faxes are NOT considered receipts.
2. **Air travel:** Boarding passes must be included.
3. **Meals:** If you are claiming meals as part of your per diem (\$80.00 per day for travel in Canada; \$100.00 per day for travel in the US and Internationally) you do not need to provide receipts. Please note that you cannot claim per diem for meals that are included in your conference registration fee.
4. **Conference Presentation:** Please provide a copy of the conference brochure which shows your name and presentation or a link to the conference website that contains this information.
5. **Currency Conversion:** For travel claims submitted in a foreign currency, the conversion will be completed per UBC Finance Policy, not by the traveler. An exception is made if the conversion has already been completed via a credit card and a copy of the credit card statement is submitted with this reimbursement form.
6. **Pre-approval Email:** Please include a copy of the pre-approval travel email from the Associate Dean Graduate Studies.
7. **Missing Receipts:** If the original receipt is not available or missing, the traveler must complete and submit a “Missing Receipt Form”. Please contact Joanne to request a missing receipt form.

SECTION 1: Travel Information

| | |
|------------------------------------------------------|----------|
| Travel dates: | |
| Worktag to be charged: | PM000171 |
| Purpose of Trip: | |
| Name of Conference: | |
| Travel to (indicate University, City, Country, etc.) | |

SECTION 2: Breakdown of Travel Expenses. Please note that the Graduate Program will **only** reimburse travel expenses up to a **maximum of: Conference: \$600.00 CAD; Research Travel: \$500.00 once per fiscal year (April – March).**

| | |
|-----------------------------------------------------------------------------------|-----------|
| Flight/Airline | \$ |
| Hotel/Accommodations | \$ |
| Meals (\$60.00 per diem per day) receipts are not needed if claiming the per diem | \$ |
| Taxis (home to airport return; airport to hotel return) | \$ |
| Other Ground Transportation (car rental, public transit, train, parking, etc.) | \$ |
| Conference Registration Fee | \$ |
| Other expenses | \$ |
| TOTAL | \$ |

SECTION 3: Student Information. Please note the information below must be the same as reflected in your student record on the SISC.

| | |
|--------------------------|--|
| Current mailing address: | |
| Student Number: | |
| Email address: | |
| Phone number: | |

SECTION 4: Authorization

| | |
|-------------------|---------------------|
| Name of traveler: | Traveler Signature: |
|-------------------|---------------------|

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|-------------------------|---------------|--------------|
| <i>Office use only:</i> | | |
| Date Processed: | Processed by: | Fiscal year: |