

NEUROSCIENCE Graduate Student Travel Fund Application

Instructions

Procedure & Payment Information

Applications for reimbursement will be accepted only after travel is completed. Maximum reimbursement is \$500 **Canadian**, regardless of currency used during travel. Please submit claims within **60 days** of travel date.

Application for Reimbursement

Students must submit the following to the Program Office:

- Completed Application Form (below) - must be signed by student **and** faculty supervisor.
- Proof of conference presentation must include:
 - Student's name
 - Title of poster/presentation
 - Poster number and copy of abstract.

Students can be reimbursed directly OR their Supervisor's account can be reimbursed.

Reimbursement to Student

- Student must submit **original, itemized, and dated receipts**
- Paper airline tickets must be accompanied by the travel agency invoice. In the case of electronic tickets, please submit a copy of the itinerary, receipt, and **any original boarding passes that you were issued**. (attach statement page with currency conversion, please white out credit card numbers)
- Receipts for other expenses such as meals and other transport (e.g. taxis) should be pasted on a sheet of paper in date order. A breakdown of expenses in subtotals in the different categories must be provided on a separate page.
- Please note that original receipts will **not** be returned.
- Funds will be directly deposited into student accounts.

Reimbursement to UBC Faculty Supervisor

- For reimbursement to Supervisor's account student must submit:
 - Copies of receipts that were submitted to faculty supervisor or department for reimbursement and
 - A copy of the **signed** travel/payment requisition with TR # indicated, originally submitted by department to Financial Services.
- Funds will be transferred directly from the Graduate Student Travel Fund to the faculty supervisor's research account.

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Please note that all incomplete applications that cannot be processed will be returned via campus mail.

Last Name:		First Name:	
UBC Student #:	Employee #:		
UBC Academic Dept.:		Faculty:	
Address:		Campus mail:	
City:	Postal code:	Email:	Contact: (local number)

Please check all that apply:

Graduate Student Travel Fund Application

- I have completed all relevant sections of the Graduate Student Travel Fund Application (pages 2-3 of this form).
- I have signed and dated the Graduate Student Travel Fund Application on page 3.
- My faculty supervisor has signed and dated the Graduate Student Travel Fund Application on page 3.

Proof of Presentation (check all that apply)

- I have included a copy of the conference program (preferred), letter, or e-mail listing my name and the title of my poster/presentation.
- I have highlighted my name and the title of my poster/presentation.

Receipts* (check all that apply)

- Reimbursement is to be sent to student
- I have attached original, itemized, and dated receipts
- I have included a breakdown for expenses such as meals, transport, airline and accommodation etc.
- I have included a missing receipt memo if necessary (see * below).
- I am claiming meal expenses, and therefore I have submitted a copy of the **complete** conference agenda.
- Reimbursement is to be made to faculty supervisor
- I have attached copies of receipts that were submitted to faculty supervisor or department for reimbursement.
- I have attached a copy of the signed travel/payment requisition (TR # issued) originally submitted by department to Financial Services.
- I am claiming meal expenses, and therefore I have submitted a copy of the **complete** conference program.

***Missing Receipts** - UBC has strict guidelines regarding claims submitted without a valid receipt. Under special circumstances, small expenses where the receipt is lost or was never issued may be allowed on condition that the claimant and the supervisor sign a memo on letterhead attesting to the loss of the receipt and that the expense will not be claimed through any other source. Sample is available at:

<http://universitycounsel.ubc.ca/files/2013/04/policy83.pdf>. Please provide a missing receipt memo as per 1.3.1.5

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Conference Title:			
Conference Location (City and Country):			
Start Date of Conference:			
End Date of Conference:			
Title of Paper/Poster Presented:			
	US\$	C\$	Office Use Only
Airline:			
Car Rental:			
Mileage:			
Other Transportation:			
Meals (if not included in conference registration) – receipts or per diem:			
Accommodation:			
Conference Registration:			
TOTAL EXPENSES:			

If any expenses are to be reimbursed to faculty supervisor, please fill out ALL of the information requested below. (Include copies of receipts and a copy of TR form previously submitted to your department that has TR # and signatures of traveler and faculty)

Speed chart:		Account:		Fund:	
Dept ID:		Project/Grant:		\$ Amount:	

I hereby certify that the travel expenses claimed above comply with UBC policy # 83 (Travel Policy):

Student Signature:	
Date:	

Faculty Supervisor (last name, first name):	
Faculty Supervisor Signature:	
Date:	