



PDF Travel Award Reimbursement Form

Last Name:		First Name:	
E-mail Address:		UBC Employee ID:	Not applicable
UBC Academic Dept:		Faculty:	
Mailing Address (where cheque will be mailed):			
City:	Province:	Postal Code:	

Please check all that apply:

PDF Travel Awards Application

- As per notification received from the Faculty of Science, my PDF Travel Award Application was approved
- I have completed all relevant sections of the PDF Travel Awards Reimbursement Form
- I have signed and dated the PDF Travel Awards Reimbursement Form on page 2
- My faculty supervisor has signed and dated the PDF Travel Awards Reimbursement Form on page 2

Receipts

- I have attached original, itemized, and dated receipts
- I am claiming meal expenses, and therefore I have submitted a copy of the **complete** conference program

PDF Travel Awards Report of Travel

- I have completed the PDF Travel Awards Conference Report and submitted it to blackburn@science.ubc.ca

Conference Title:	
Conference Location (City and Country):	
Start Date of Conference:	
End Date of Conference:	
Title of Paper/Poster Presented:	



Description of Expenses:

	\$ Amount	Currency	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:			

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

PDF Signature:	
Date:	

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

Please submit the following documents within one month of return from travel to receive reimbursement:

BY MAIL to: The Finance Manager of the Applicant's department.

Your completed PDF Travel Awards Reimbursement Form – available at <http://science.ubc.ca/students/graduate/postdoc>

Original, itemized and dated receipts

Your completed PDF Travel Awards Conference Report – available at <http://science.ubc.ca/students/graduate/postdoc>



BY EMAIL, to blackburn@science.ubc.ca

Copy of your completed PDF Travel Awards Conference Report – available at <http://science.ubc.ca/students/graduate/postdoc>