CBM Graduate Student Travel Award

Application Instructions

Eligibility

The Forestry CBM Graduate Student Travel Award provides support for students in a course-based graduate program (MF, MGEM, MIF, MSFM) to participate in professional development directly related to their area of study, e.g., workshop, conference, course, etc.

- **Pre-approval is required for the Forestry CBM Graduate Student Travel Award and must be obtained PRIOR to travel.**
  Pre-approval Procedures:
  - You must obtain your Program Director's approval. If your Program Director supports your professional development activity, then a request in writing must be submitted to Yousry El-Kassaby, Associate Dean, Graduate and Postdoctoral Studies. The Program Director must provide details on the professional development activity, how it relates to your area of study and the expected benefits.
  - The Associate Dean will review the request and you will be notified of the decision. It is only AFTER your request has been approved by the Associate Dean and AFTER your travel is complete that you should proceed with submitting the remaining travel award paperwork.
- Only students registered in a course-based graduate program (MF, MGEM, MIF, MSFM) are eligible for this travel award, once per degree program (one activity), to a maximum of $600 pending funding availability. Funding is limited and will be paid on a first-come, first-served basis to eligible applicants.
- This award does not provide advance payment, only reimbursement.
- The travel award cannot be used toward internship expenses and student workshops are NOT eligible.
- The professional development activity must have taken place while the student is actively registered full-time in their course-based graduate degree program.

Eligible Expenses

Important: be sure to thoroughly review UBC's per diem rates and related polices governing eligible travel expenses BEFORE submitting your receipts! **https://universitycounsel.ubc.ca/files/2018/09/policy83.pdf**

- Air travel (economy airfare only)
- Other travel (e.g. car, bus, train)
- Accommodation
- Registration fee
- Meals

Required Documents

- Completed Forestry CBM Graduate Student Travel Award application form (see accompanying pages), including all required signatures.
- Proof of professional development attendance.
- All original, itemized, and dated receipts, up to $600. Credit card statements are NOT acceptable.
  - If claiming meals, you must also include a complete conference or course program. Actual meal receipts or per diem may only be claimed for meals not provided or included in the conference or course registration.
  - Paper airline tickets must be accompanied by the travel agency invoice. For electronic tickets, a copy of the itinerary/receipt can be submitted. All invoices MUST show the ticket number, breakdown of cost, and form of payment. If you received a boarding pass, please submit it with the receipts.

Payment Information

- It normally takes two to four weeks for reimbursements to be processed. Payment is processed centrally via UBC's Financial Services office and made via cheque or direct deposit.
- Original receipts WILL NOT BE RETURNED, so be sure to keep copies for your records!

Application and accompanying materials should be submitted to:

Forestry Graduate Program Office
2651 – 2424 Main Mall
Vancouver, BC V6T 1Z4

Please direct questions to:

Ikuko.takahashi@ubc.ca

Travel Claim Form *Attach all original receipts*

Department/Degree Program	UBC Employee ID/Student #	Social Insurance Number (SIN)

Name of Traveler	Email address

Program Director's Name	Program Director's Signature

* Mailing address (where cheque will be mailed)	Post/Zip Code

Purpose of trip (Conference/Course title)

Duration of trip

from (mm-dd-yy)	to (mm-dd-yy)	number of days	Travel to City, province/state, country

Expenses	Foreign amount	Canadian amount	Office use
Airfare			
Airport improvement fee			
Car rental			
Gas for rental car			

Personal car mileage

From	to	# of km	km x $0.46			
			0.46		0.00	
			0.46		0.00	

Parking			

Meals	dates	x UBC per diem rate			
Breakfast		$14.00			
Lunch		$16.00			
Dinner		$30.00			

Accommodation *room and tax only, movies and minibar charges are not allowed*			

Professional development registration			

Other items purchased for/during the trip *(supplies, phone costs, gifts etc. Please list below)*

Total claim			
Less Travel Allowance			
Total Reimbursement (repayment)			

* I certify that the information entered above is true and complete, and that the payments or note, if your receipt includes reported herein comply with UBC policies and the sponsors or donor terms and conditions where applicable. I further certify that this claim is related to UBC business and I will not claim the expense from other sources. I hereby certify that the travel expenses claimed below comply with UBC Policy #83 (http://www.universitycounsel.ubc.ca/files/2013/04/policy83.pdf).

Print name		**Certification signature of the Payee/Traveler**	
Date			

Application Checklist:

Please check all that apply

Graduate Registration

☐ I was registered as a full-time MF, MGEM, MIF or MSFM student at the time of the professional development activity.

Pre-approval

☐ I received pre-approval from my Program Director and Associate Dean for this professional development activity (attach confirmation email).

CBM Graduate Student Travel Award Application

☐ I have dated, signed, and completed all relevant sections of the Travel Claim Form.

☐ I have read UBC Policy #83 and Application Instructions.

Proof of Attendance

☐ I have included a copy of the proof of attendance.

Receipts

☐ I have attached original, itemized, and dated receipts up to $600.

☐ There is no missing receipt. (If there is any missing receipt, I have included a completed *Missing Receipt Form**.)

☐ I have included all other necessary supporting documents.

*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 sign a *Missing Receipt Form* attesting to the loss of the receipt and that the expense will not be claimed through any other source. Read more on UBC Policy #83. The form can be found at the UBC Finance website: https://finance.ubc.ca/forms