

Application Instructions

Eligibility

- Students must first apply for and receive all funds (\$500) available from the Faculty of Graduate & Postdoctoral Studies (G+PS) Travel Fund, before applying for reimbursement from this travel fund. Refer to: www.grad.ubc.ca/forms/graduate-travel-fund-application.
- Only students registered in a Forestry Graduate Program are eligible for this travel fund, once per degree program, to a maximum of \$600. This fund does not provide advance payment, only reimbursement. Applications will only be accepted AFTER travel is complete.
- Students must have presented a paper or poster at an official conference or symposium. Student workshops are NOT eligible. The conference or symposium must have taken place while the student is actively registered full-time in their graduate degree program.
- Killam Pre-doctoral Fellows: you must apply for funding from the Killam Pre-doctoral Fellowship Travel Allowance BEFORE applying to the G+PS Student Travel Fund or the Forestry Graduate Student Travel Award. Refer to: www.grad.ubc.ca/forms/killam-fellowship-travel-expense-form.

Eligible Expenses

Important: be sure to thoroughly review UBC's per diem rates and related policies governing eligible travel expenses BEFORE submitting your receipts! www.universitycounsel.ubc.ca/files/2013/04/policy83.pdf

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

Application Checklist

- Proof of funding received from G+PS Travel Fund (e.g. copy of cheque stub or email from G+PS staff confirming payment).
- Completed Forestry Grad Student Travel Award fund application form (see accompanying pages), including all required signatures.
- Proof of conference or symposium presentation. This can be a copy of the conference program (preferred), or an official letter or email listing your name as a presenter and including the title of your presentation and/or poster.
- 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 agenda. Actual meal receipts or per diem may only be claimed for meals not provided or included in the conference 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.

**If payment was covered by your supervisor, refer to instructions below for receipt submission.*

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!

Reimbursement to UBC Faculty Supervisor

- If your supervisor covered your travel expenses, we can transfer the appropriate funds up to \$600 from the Forestry Grad Student Travel Award fund to the faculty member's research account.
- In this case, you must submit copies of receipts that were submitted to your faculty supervisor's department office (FRM, FCS, WS) for reimbursement, AND a copy of the travel/payment requisition originally submitted by the department office to UBC Financial Services.

Application and accompanying materials should be submitted to:

Forestry Graduate Program Office
2653 – 2424 Main Mall
Vancouver, BC V6T 1Z4

Please direct questions to:

gayle.kosh@ubc.ca

Title	First Name	Family Name	
UBC Student Number		Social Insurance Number	
Address – (where cheque will be mailed)			
City	Province/State	Post/Zip Code	E-mail

Please check all that apply:

Graduate Registration

I was registered as a full-time UBC graduate student at the time of the conference.

Graduate Student Travel Award Application

I have completed all relevant sections of the Forestry Graduate Student Travel Award Application.

I have signed and dated the Forestry Graduate Student Travel Award Application.

My faculty supervisor has signed and dated the Forestry Graduate Student Travel Award Application.

Proof of Presentation

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 presentation/poster.

Receipts

Reimbursement is to be made to student.

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

I have included a missing receipt memo if necessary (see * below).

Reimbursement is to be made to faculty supervisor.

I have attached copies of original receipts that were submitted to faculty supervisor or department for reimbursement.

I have attached a copy of the travel/payment requisition originally submitted by department to Financial Services.

I am claiming meal expenses, and therefore I have submitted a copy of the complete conference program.

Previous Travel Claims

Yes, I have received all my eligible funds from the G+PS \$500 "Graduate Student Travel Fund". I am submitting cheque stub or email confirming receipt of G+PS travel funds.

Yes, I have previously received funds from the Forestry Graduate Student Travel Award, but have not reached my \$600 allocation.

No, I have not previously received funds from the Forestry Graduate Student Travel Award.

Killam Predoctoral Fellow

Students holding a Killam Predoctoral Fellowship should apply for funding from their Killam Predoctoral Fellowship Travel Allowance before applying to the G+PS Student Travel Fund or the Forestry Graduate Student Travel Award.

I am a Killam Predoctoral Fellow, but I have already maximized my Killam Predoctoral Fellowship Travel Allowance.

I am not a Killam Predoctoral Fellow.

*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. Samples can be found on

www.universitycounsel.ubc.ca/policies/policy83.pdf

Conference Title

Title of paper/poster presented

If any expenses are to be reimbursed to faculty supervisor, please fill out ALL of the information requested below.

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

Travel Claim Form *Attach all original receipts*

Department	P/G or Speedchart	Currency
------------	-------------------	----------

Name of Traveler	Employee ID/Student #
------------------	-----------------------

Supervisor's Name	Supervisor's Signature
-------------------	------------------------

* Students & non-UBC Employees – please provide mailing address including post code to send cheques

Purpose of trip

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				Foreign amount	Canadian amount	Office use
From	to	# of km	km x \$0.46			
			0.46			
			0.46			
			0.46			
			0.46			

Parking	Foreign amount	Canadian amount	Office use

Meals <i>*claim either per diem OR receipts</i>						
	# of meals	x UBC rate	indicate dates	Foreign amount	Canadian amount	Office use
Full day		\$60.00				
Breakfast		\$14.00				
Lunch		\$16.00				
Dinner		\$30.00				

Accommodation <i>room and tax only, movies and minibar charges are not allowed</i>	Foreign amount	Canadian amount	Office use

Conference registration	Foreign amount	Canadian amount	Office use

Other items purchased for/during the trip <i>(supplies, phone costs, gifts etc. Please list below)</i>	Foreign amount	Canadian amount	Office use

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.

Print name	Certification signature of the Payee/Traveler
-------------------	--