



- Travel Claim
- Travel Advance
- Advance Clearance

## Travel Expense Claim Form

### Traveller Information

<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Other:			UBC ID #
Last Name:	First Name:	Preferred Name:	
Address:			
City:	Province:	Country:	Postal Code:
Email:		Phone:	

### Trip Details

Field Trip	Conference	Workshop/Training	Other:
Destination(s):			
Departure Date:	Return Date:	# of days:	
Name of Conference(s)/Project(s):			
Specific Tasks Completed:			

### Expense Distribution

Speed Chart(s):	Allocation to each Speed Chart:
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### Reimbursement Preferences

EFT	Mail cheque to address above	Mail to address below	Pick up from central finance

## Travel Expense Claim Checklist

*In order to minimize any delays in reimbursement please ensure that your claim includes:*

- Numbered original itemized receipts that detail the payment method or a Lost Receipt Form
- List of attendees for any shared meal expenses
- If the traveller has assumed expenses for any other person the other person will need to sign as a traveller
- OPTIONAL - To be reimbursed the exact amount paid travellers may wish to accompany their original itemized receipts with a credit card statement. If no exchange rate documentation is provided Civil Finance will use online bank rates for the day of the transaction. Any unnecessary information will be redacted from the statement

**TriCouncil (NSERC) Reimbursements**

- Original boarding passes or a Lost Receipt Form
- Conference program or prospectus

