



Information Required for the Psychology Student Travel Subsidy

FUNDING WILL ONLY BE PROVIDED TO SUPPORT PSYCHOLOGY STUDENTS WHO TRAVEL TO CONFERENCES FOR PRESENTATIONS OR TO DELIVER A POSTER.

Maximum reimbursement is \$500.00

Before you go:

Students must submit a cover letter stating the details of the conference along with proof that the presentation/poster has been accepted to receive funding approval.

Upon your return:

Students must complete the travel reimbursement claim form.

Receipts MUST show proof that expenses have been paid in full (e.g., credit card payment confirmation or zero balance owing) **and you must submit boarding passes for all travel.**

Expenses that are eligible for reimbursement include transportation (airfare, taxi fare, mileage if **YOU** are driving), conference registration, accommodation, poster printing, and meals not included in the conference (no meal receipts are necessary for per diems).

If you have other expenses that you feel may be eligible, please email the Psychology Department Assistant (psychology.okanagan@ubc.ca) prior to departure.

Once again, reimbursement will not be processed without receipts that show expenses paid, boarding passes for flights, and a signed Reimbursement Claim Form.

Student Travel Subsidy Reimbursement Claim Form

(please complete all relative sections, and attach original receipts)

Name:	
Address:	
E-mail:	
Student #:	
Conference Title:	
Purpose of Travel:	
Dates of Travel:	
Employed at UBC in the current calendar year?	<input type="checkbox"/> Yes Empl ID _____ or <input type="checkbox"/> No <u>If "Yes" please provide employee number</u>
Please Specify Type(s) of Travel Expense Being Claimed: Please note: all expenses must comply with UBC's travel claim conditions including the need for all original receipts.	Transportation <input type="checkbox"/> Accommodation <input type="checkbox"/> Food (per diem) <input type="checkbox"/> Conference Registration / Membership <input type="checkbox"/> Poster printing <input type="checkbox"/>
Transportation: (Please attach receipts for all amounts indicated- except mileage) (For mileage claims, please attach a google map showing distance travelled) (For air travel, please attach boarding passes)	Air Travel <input type="checkbox"/> Amount \$ _____ Taxi <input type="checkbox"/> Amount \$ _____ Ferry / Bus <input type="checkbox"/> Amount \$ _____ Mileage <input type="checkbox"/> Kms _____ @ \$.49= \$ _____ Parking <input type="checkbox"/> Amount \$ _____ Other <input type="checkbox"/> Amount \$ _____ Please specify: _____ TOTAL TRANSPORTATION \$ _____

<p>Accommodation:</p> <p>(Please attach receipts for all amounts indicated)</p>	<p>Hotel/Motel <input type="checkbox"/> Amount \$ _____</p> <p>Other: <input type="checkbox"/> Amount \$ _____</p> <p>If other please specify : _____</p> <p>TOTAL ACCOMMODATION \$ _____</p>
<p>Food / Per Diem:</p> <p>**Note you may claim either meal receipts or per diem rate - <u>not both</u></p> <p>(Please attach receipts if <u>not</u> claiming per diem)</p>	<p>Food <input type="checkbox"/> Amount \$ _____</p> <p>Per Diem: <input type="checkbox"/> Amount \$ _____</p> <p>(\$14 Breakfast,\$16 Lunch, \$30 Dinner- \$60 per day)</p> <p>Please specify meals and days:</p> <p>_____</p> <p>TOTAL FOOD \$ _____</p>
<p>Conference Registration or membership</p>	<p>Registration Fee <input type="checkbox"/> Amount \$ _____</p> <p>Membership fee <input type="checkbox"/> Amount \$ _____</p> <p>TOTAL FEES \$ _____</p>
<p>Poster Printing</p>	<p>TOTAL PRINTING <input type="checkbox"/> \$ _____</p>
<p>TOTAL TRAVEL REIMBURSEMENT CLAIMED</p> <p><u>**Travel reimbursement will NOT be processed without a signature**</u></p>	<p>Total Travel Expenses \$ _____</p> <p>Signature of Traveler</p> <p>_____ Date _____</p>

For further details and information, please contact psychology.okanagan@ubc.ca

PLEASE SUBMIT SIGNED FORM AND ORIGINAL RECEIPTS TO:
 UBC Okanagan, IKBSAS Psychology Department, Attention: M. MacDonald,
 ART321 – 1147 Research Road, Kelowna, BC, V1V 1V7