Travel Reimbursement

Instructions

• Use for travel (fieldwork/conferences/workshops/meetings) purposes only
• 1 travel claim per trip; multiple trips should not be combined
• Complete all the highlighted sections on the Treq form (Page 1 & 2)
  • Payee: must be full legal name
  • Address: only complete if the payment method is cheque
  • Amount: enter the total amount to be reimbursed including taxes.
  • Purpose of trip: enter justification for the trip (use 2nd page to provide additional information)
  • Destination: enter the trip destination
  • Duration of Trip: enter start and end date of the trip
  • Authorization: sign the reimbursement as the traveler, obtain the signature from the PI
  • Per-diem section on 2nd Page: Only complete when it is claimed

Per-Diem rates

• Per-diem is the preferred method of reimbursement for out of town meal expenses.
• Maximum allowed is $60/day (CAD$ in Canada, USD$ in United States, Euros in Europe, and CAD$ anywhere else)
• Per-diem rates:
  • $14 for breakfast
  • $16 for lunch
  • $30 for dinner

Mileage rate

• If using a personal vehicle for travel, mileage rate must be used
• Mileage rate: $0.49/km (submit Google Maps of the trip - exclude any BC Ferries distances)
• Gas expenses are not eligible for reimbursement when using personal vehicle (only applicable for departmental or lab vehicles and car rental)

Supporting Documentation Guidelines

• Original and itemized sales receipts required (photocopies and pictures not allowed)
  • E-mailed receipts are acceptable, but they must provide detailed description of items purchased
• Sales receipts must be taped single-sided on blank copy paper (include description for each receipt or a summary sheet)
• Airfare: must be purchased at the most economical rate (boarding passes not required unless clearing a prepaid expense)
• If the flight does not depart/return to Vancouver, a quote for a direct economy flight must be provided; lower of quote and actual receipt will be reimbursed
• If paying for other UBC or NON-UBC individuals during a trip, provide their names and affiliation to UBC + the employee or student ID when applicable. Also, provide additional information on why they joined you on the trip and how they contributed to your research (label next to the receipt)
• If meals were provided at the conference, cannot claim per-diem for those meals.
• If attending a conference or seminar, the program itinerary MUST be included when submitting the claim
• Foreign currency conversion - provide copy of bank statement or use www.oanda.com
  • Bank statement must contain Payee’s name or bank account number to be valid (copy and paste (edited) statements will not be accepted)
• For travel advance clearing, please provide the receipt summary sheet

For more information, please contact the Zoology Finance team:
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