

Research-based Graduate Student Travel Award

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: <http://www.grad.ubc.ca/forms/graduate-travel-fund-application>.
- PhD, MAsC and MSc students registered in a Forestry Graduate Program are eligible for this travel fund, once per degree program, 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 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: <http://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! <http://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

Required Documents

- 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 program. 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

2651 – 2424 Main Mall

Vancouver, BC V6T 1Z4

Please send 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)
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Name of Traveler	Email address
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Supervisor's Name	Supervisor's Signature
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* Mailing address (where cheque will be mailed)	Post/Zip Code
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Purpose of trip (Conference title)

Title of paper/poster presented

Duration of trip	from (mm-dd-yy)	to (mm-dd-yy)	number of days	Travel to City, province/state, country
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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			
			0.46			

Parking	Foreign amount	Canadian amount	

	Dates	per diem rate	OR receipts amount	total amount	
Breakfast		\$14.00			
Lunch		\$16.00			
Dinner		\$30.00			

Accommodation <i>room and tax only, movies and minibar charges are not allowed</i>			
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Conference registration			
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Other items purchased for/during the trip <i>(supplies, phone costs, gifts etc. Please list below)</i>			

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:

Graduate Registration

I was registered as a full-time PhD, MASc, or MSc student in Forestry at the time of the conference.

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.

My faculty supervisor has signed the Travel Claim Form.

Proof of Presentation

I have included a copy of the conference program or invitation letter listing my name and the title of my poster/presentation.

I have highlighted my name and the title of my presentation/poster in the program.

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.

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.

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

Killam Pre-doctoral Fellow

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

I am a Killam Pre-doctoral Fellow, but I have already maximized my Killam Pre-doctoral Fellowship Travel Allowance.

I am not a Killam Pre-doctoral 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 *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>

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 Reimbursement is to be made to faculty supervisor (if applicable).

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 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.