



DEPARTMENT OF RADIOLOGY
Education Fund and AIRP Fund Reimbursement Form

Please note: In order to be reimbursed by UBC for any RAF or other program reimbursements through the new Workday platform, you need to add/update your direct deposit information in the [UBC Student Service Centre \(SSC\)](#). This step must be completed in order for UBC reimbursement claims to be processed. Instructions for residents on how to add direct deposit information in the SSC are available at <https://students.ubc.ca/enrolment/finances/direct-deposit>.

Name:
Address:
Email:
Name of course/conference and Host City:
Conference/course Program: (Please print and attach the conference program. If the program is not printable due to size please provide the website)
Your course/conference dates:
Funding up to \$CDN Approved by (name): Dr
Purpose of trip (Indicate if <i>Attending</i> or <i>Presenting</i> & include project title):

DESCRIPTION (your travel expenses only)	TOTAL USD EXPENSES (include rate here)	TOTAL CDN + USD (exchanged to CAD) EXPENSES
	OANDA Rate: USD Rate:	
Airline ticket (economy, include baggage fee)		
Car rental/parking/mileage		
Other transport (taxi, shuttle, airporter)		
Meals (Two Options: To claim per diem, see Page 2.) Or include original meal receipts		
Accommodation (room, taxes, See Page 3)		
Conference registration fee		
Educational material		
SUB-TOTALS		
TOTAL CDN EXPENSES TO BE REIMBURSED:		\$

PLEASE READ CAREFULLY

- UBC reimbursement will be in Canadian dollars only to residents of Canada.
- Reimbursements are processed *at the end of travel* upon submission of the travel claim form and receipts.
- For UBC's Internal Audit purposes **original** receipts and/or e-ticket receipts (i.e., airfare and conference e-registration receipts) are required within **one month** after travel. Photocopied or emailed PDF receipts **will not be accepted** for reimbursement. Contact Soudabeh for the lost/misplaced receipt form (contact info below).
- UBC travel expense policy is economic travel with reasonable expenses.
- Meals: We encourage you to use the per diem rates (see Page 2) and complete the per diem form- in this case you are not required to provide receipts. Or you can submit original receipts (**itemized receipt AND credit card or cash payment receipts**). Please note that the maximum reimbursement amount will be up to the per diem amounts mentioned in page 2 of this form.

To claim a USD or other exchange rates, a copy of your credit card statement with **your name** and **relevant transactions is required**. All other transactions and card number/information can be redacted. If you do not wish to submit your credit card statement, UBC uses the website OANDA <https://www.oanda.com/currency/> for the **historical average exchange rate** for the dates of purchase (i.e., air ticket, conference registration, etc.). Please print the historical average rate(s) used.



Check one:

	Attached is my credit card statement for the exchange rate charged for the conference expenses.
	I will not be submitting my credit card statement and include the OANDA historical average exchange rate(s) for the dates of purchase (i.e. air ticket, conference registration, per diem dates).



Per Diem Claim Form
(Please complete the table below)

Date (per day)	Meal (Indicate breakfast, lunch, dinner or day rate)	Total
TOTAL	Indicate USD or CDN	\$

Travel within Canada per day

Breakfast = \$14.00, Lunch = \$16.00, Dinner = \$30.00
Total = \$60.00 / day [amounts include GST & gratuities]

Travel within United States and other countries per day

Breakfast = \$14.00, Lunch = \$16.00, Dinner = \$30.00
Total = \$60.00 / day (USD)

Note: Domestic air travel or flights under 6 hours, per diem meal rates may be claimed for onboard meals based on flight departure and arrival times. International air travel include meals, therefore the per diem rates apply after the flight, i.e, at flight transfers, and begin at flight's end depending on the circumstance.

See Page 3 for Travel Policy - Meals

I hereby certify that the itemized travel expenses above were reasonable and economic expenses. I also certify that I have included all receipts that I was able to obtain. Receipts not attached with this requisition were not available either because they were not obtainable at time of purchase or have been inadvertently lost or misplaced. I have not and will not claim reimbursement for these expenses from any other source.

Signature: _____ **Date:** _____

Please email a signed copy of this form, along with relevant receipts to your program's Senior Program Assistant for processing. You must retain all original receipts for 7 years from the date that the transaction occurred and produce these receipts upon request by UBC.



UBC TRAVEL POLICY

TRAVEL ITEM	DESCRIPTION
Airline ticket	<p>Travel is economy airfare only. Electronic tickets, submission of the e-ticket/itinerary/receipt is acceptable. Travelers may claim flight cancellation insurance. It is the responsibility of the traveler to pay for and have adequate medical insurance for the duration of the trip. Reasonable airline ticket changes require written justification from the traveler and submitted with the receipt. Paper airline tickets must be accompanied by the travel agency invoice. NOTE: Air travel changes must remain economy fare.</p>
Meals	<p>Travelers may be reimbursed for the cost of meals (reasonable meals within UBC entertainment and travel policy) during the conf/course, by either submitting receipts (<i>itemized receipt and credit card receipt</i>, or cash receipt) for actual meal costs (up to per diem rates) or by claiming the meal per diem rates (see below). In the event a per diem is claimed, receipts are not required. Keep in mind if you are invited as a guest to a meal (breakfast, lunch or dinner), please do not claim the per diem for those particular meals. Or, if your conf/course registration includes meals, please do not claim the per diem for those meals.</p> <p>Of note: domestic travel or flights under 6 hours, per diem rate can be claimed for onboard meals based on flight departure and arrival times. International travel typically include meals, therefore the per diem rates apply after the flight, i.e, at flight transfers, and begin at flight's end depending on the circumstance.</p> <p>Travel within Canada per day</p> <p>Breakfast = \$14.00 Lunch = \$16.00 Dinner = \$30.00</p> <p>Total = \$60.00 / day [amounts include GST & gratuities]</p> <p>Travel within United States and other countries per day</p> <p>Breakfast = \$14.00 Lunch = \$16.00 Dinner = \$30.00</p> <p>Total = \$60.00 / day (USA)</p>
Accommodation	<p>Reasonable hotel accommodations are expected of the traveler. The traveler is required to obtain an individual original hotel receipt for his/her accommodations. For non-reimbursable expenses (mentioned below) please request a separate personal invoice or deduct from the hotel invoice and the invoice re-calculated before submission to this office. Of note: If you are claiming the per diem rate and had meals at the hotel, please deduct from the hotel invoice.</p> <p>Reimbursable hotel expenses include:</p> <p>Voice and data communications charges to stay in touch with university responsibilities and to allow the traveler to stay in reasonable contact with their immediate family. Expenses for baggage handling and storage. The cost of necessary clerical services. Necessary business laundry and valet expenses. Reasonable gratuities.</p>



	<p>Hotel expenses that are not reimbursable:</p> <ul style="list-style-type: none">Interest charges on outstanding charge card balancesLoss or damage to personal possessionsParking and traffic finesFitness/gym fees, Spa fees, pool bar chargesPersonal incidentals, i. e, magazines, toiletries, etc..Travel accident and life insurance costsMovies/Pay-per-ViewMini-bar charges (beverages and food)Expenses of spouses and or family members travelling with you, unless pre-authorized as University businessExpenses for failure to cancel transportation or hotel reservationsAirline ticket upgrade fees (unless for personal health reasons)Passport expensesExcess personal baggage charges
Conference Registration Fee	E-receipt or submission of the receipt that includes the cost and payment of the registration. The receipt accompanied by a credit card statement (again with redacted irrelevant information, for actual exchange rate charged, or without the statement, Oanda historical average rate for the date of purchase will be used.
Car Rental	Reimbursable expenses include: rental fee for non-luxury model cars, the km/mileage charge by the car rental agency, gasoline charges and insurance coverage when applicable.
Other Transportation	Reasonable transportation such as taxis, bus/train, and shuttle service. Excluded are: town cars, limousines.