

TRAVEL CLAIM

Payee Full
Legal Name: _____

Student/Employee #: _____

Destination & Purpose of Travel: (city, country, conference name etc) _____

Address: _____

c/o UNBC address' NOT permitted

DOB (dd-mmm-yy): _____

*** FOR NSERC/SSHRC/CIHR TRAVEL PLEASE SEE ADDITIONAL INSTRUCTIONS AT:
http://www.unbc.ca/sites/default/files/assets/finance/research_accounting/travel_and_subistence_costs_copy1.pdf**

Mail Direct Deposit Pick-up

Travel Dates: From _____ To _____
(dd-mm-yy)

Date	Expense Description	* FUND	ORGN	ACCT	PROG	ACTV	LOCN	Meals/Incidentals B-\$12,L-\$15,D-\$22,I-\$5					TOTAL
								B	L	D	I	Total	
							GRAND TOTAL						
Standard Personal Vehicle Allowance is .49¢ per KM.					Personal Vehicle Allowance: _____ km x _____ ¢ =								
~ PLEASE ATTACH SUPPORTING DOCUMENTS WITH STAPLE ~ TRAVEL AUTHORIZATION FORM MUST BE ATTACHED ~ INCOMPLETE FORMS MAY CAUSE DELAYS IN PAYMENT ~ PLEASE ALLOW THREE (3) WEEKS FOR PROCESSING								LESS TRAVEL ADVANCE (-)					
								Due to Claimant <input type="checkbox"/>		NET			
University <input type="checkbox"/>													

CERTIFICATION OF CLAIMANT/PRINCIPLE INVESTIGATOR: I hereby certify that these expenditures are true and correct, that the whole expenditure is a proper charge against University funds administered by the University and that the amounts claimed have not previously been claimed and/or paid to me on my behalf.
Research Grants: I hereby certify that these expenses are in accordance with the budget of the grant/contract and they adhere to the policies & procedures of the granting agency(ies).

Signature of Claimant (No stamps please) _____ Please Print Name _____ Date (dd-mm-yy) _____ Phone # _____

Signature of Supervisor * (No stamps please) _____ Please Print Name _____ Date (dd-mm-yy) _____ Phone # _____

*By, Signing, I acknowledge that any errors or incomplete forms will be returned to me and/or my department to correct and resubmit.

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA

- Purpose:** To record reimbursement of reasonable out-of-pocket expenses necessarily incurred on University business in accordance with University regulation. Please refer to the travel reimbursement policy at <http://www.unbc.ca/policy/finance.html> for more detailed information.
- Expenses:** Provide separate line entries for each date YYMMDD format. All items should be listed in chronological order and should be amply described or itemized in the Description of Other Expenses column. Expenses should be shown in the currency of the country visited.
- Travel Advance:** Indicate amount of any travel advances issued and subtract from Grand Total.

Travel regulations of the University apply to all funds administered by the University, and are based on reasonable out-of-pocket expenses necessary to conduct university business. ORIGINAL receipts or vouchers are required for air, rail and bus fares, lodgings, registration fees and other items. Claims for meals and personal automobile use are explained below.

ORIGINAL receipts and vouchers should be stapled to the BACK of the claim in the order in which they are claimed. Claims should be submitted to Financial Services immediately upon the completion of the travel. Any questions regarding the use of this form or University regulations should be directed to Financial Services.

- AIR TRAVEL** 1. Air travel by most direct routes, will be reimbursed at an amount not exceeding ECONOMY rates. Additional air costs incurred for stopovers, which are not related to University business, will not be reimbursed. All claims for air travel must be accounted for by submission of the claimant's original copy of the airline ticket. Travel agency invoices or charge card vouchers will not normally be accepted for reimbursement.
- MEALS** 2. Meal charges are to be detailed by date. No receipts required.
Per Diem Breakfast - \$12.00, Lunch - \$15.00, Dinner - \$22.00, Incidental - \$5.00 = \$54.00/day Maximum
- LODGING** 3. Reimbursement for hotels, motels and other lodgings will be limited to reasonable single rates, as per receipts. A rate of \$30.00 per night can be claimed when staying with friends or relatives to provide a token of appreciation – no receipt required. Hotels used, where practical, should be ones, which offer government rates.
- PERSONAL** 4. When the personal vehicle of an employee is used for the performance of University business allowance of \$0.49/km may be claimed. This allowance is intended to cover the costs of fuel and lubricants as well as wear and tear. Where private automobile is used for travel to points having major airline connections, reimbursement will be made on the basis of regular economy airfare. Staff members are advised to check with their insurance agent to secure any necessary additional insurance coverage. Staff members travelling as passengers in an automobile may not claim mileage or the cost of any equivalent transportation.
- OTHER EXPENSES
- Automobile.** 5. Rental of automobiles is permitted where circumstances require or when travel costs can be reduced, and will be reimbursed as per receipts.
Approved Rentals: Approved rental companies where government rates apply are Budget, Avis, Thrifty & Tilden.
- Taxi/Ground Transportation:** 6. Reasonable expenditures will be reimbursed and receipts must be provided.
- Reg Fees** 7. Expenditures for conference registration, workshop registration, etc. will be reimbursed as per receipts.
- Telephone:** 8. Long distance toll charges related to **business calls only** will be reimbursed and should be shown separately.
- Sundry:** 9. Miscellaneous expenditures for; conferences proceedings, books, etc. Will be reimbursed as per receipts and should be itemized.
- APPROVAL** 10. All claims must be signed by the claimant and approved by the immediate supervisor.