



# PETER A. ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

## TRAVEL REIMBURSEMENT FORM & PROCEDURES

### PROCEDURES

1. Please complete sections 1-4 and submit the Travel Reimbursement Form along with your original travel receipts to a Finance Specialist in Room 258 or scan PFD submission to [lawfinance@alalrd.ubc.ca](mailto:lawfinance@alalrd.ubc.ca)
2. Receipts: Original itemized dated receipts are required to support a claim. Travel agency invoices, cancelled cheques, credit card statements or “paid” notices, photocopies, and faxes are NOT considered receipts.
3. Missing Receipts: If the original receipt is not available or missing, the traveler must complete and submit a “Missing Receipt Form”: [www.allard.ubc.ca/files/uploads/forms/general/missing\\_receipt\\_form.pdf](http://www.allard.ubc.ca/files/uploads/forms/general/missing_receipt_form.pdf)
4. Please tape receipts to a letter size paper; otherwise, your claim will be returned.
5. Currency Conversion: For travel claims submitted in a foreign currency, the conversion will be completed per UBC Finance Policy, not by the traveler. An exception is made if the conversion has already been completed via a credit card and a copy of the credit card statement is submitted with the Travel Reimbursement Form.

### SECTION 1: Travel Information

Travel dates:	
Worktag to be charged:	
Purpose of Trip:	

### SECTION 2: Breakdown of Travel Expenses

Flight/Airline	\$
Hotel/Accommodations	\$
Meals (\$80.00 per diem per day)	\$
Taxis (home to airport return; airport to hotel return)	\$
Other Ground Transportation (car rental, public transit, train, parking, etc.)	\$
Other Expenses	\$
<b>TOTAL</b>	<b>\$</b>

### SECTION 3: Student Information

Current mailing address:	
Student Number:	

### SECTION 4: Authorization

\_\_\_\_\_  
Name of Traveler (please print)

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Name of Worktag Manager (please print)

\_\_\_\_\_  
Signature of Worktag Manager