



TRAVEL EXPENSE CLAIM FORM (NON-UBC)

1. Completed by individuals without a UBC employee ID i.e. Visiting scholars, visiting professors, and guest speakers.
2. Non-residents will receive a T4NR statement by UBC Central Account Payable/Revenue Accounting.
3. Attach this form along with **original** receipts or scanned PDF and submit them to the Finance Office, room 258 or via email to lawfinance@allard.ubc.ca
4. **Missing Receipts: If the original receipt is not available, complete and submit a "Missing Receipt Form".**

Name: _____
(as it should appear on cheque)

Mailing Address: _____

Purpose of trip: _____

Total of Claim: CAD _____ USD _____ Other _____

Duration of trip: From _____ to _____ Total Number of days: _____

Airfare: [(attach ticket(s) and boarding passes)]

<u>Item/Description:</u>	<u>Currency</u>	<u>Amount</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Transportation: [attach original receipt(s) of taxi, bus, train, parking, car rental, other public transportation]

<u>Item/Description:</u>	<u>Currency</u>	<u>Amount</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Accommodation: [attach original hotel receipt(s)/paid invoice(s) with room charge and taxes]

<u>Item/Description:</u>	<u>Currency</u>	<u>Amount</u>
1. _____	_____	_____
2. _____	_____	_____

Meal: [attach itemized original restaurant receipt(s)]

<u>Item/Description:</u>	<u>Currency</u>	<u>Amount</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Other Travel Expense:

<u>Item/Description:</u>	<u>Currency</u>	<u>Amount</u>
1. _____	_____	_____
2. _____	_____	_____

PGManager: _____ Signature: _____ Worktag Info _____
(Print Name)

Traveler signature: _____ Date: _____

Additional Comments: