T H E U N I V E R S I T Y O F B R I T I S H C O L U M B I A

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| Asian Studies JPEG file black and white  **Travel Reimbursement Request Form** | | | **Department of Asian Studies**  Asian Centre  607 – 1871 West Mall  Vancouver, B.C. Canada V6T 1Z2 | |
| **Procedures**   1. Please complete this form and submit it along with your original receipts to Vicky Baker (vicky.baker@ubc.ca) 2. Original itemized dated receipts are required to support a claim. Travel agency invoices, cancelled cheques, credit card statements or “paid” notices, photocopies, and carbon copies are not acceptable. 3. Please tape receipts to a letter size paper when submitting them. DO NOT use staples. 4. Currency Exchange rate: Exchange rates will be according to UBC system (except if the conversion has already been completed via credit card and a copy of the credit card statement is submitted) | | | | |
| Name: |  | | Date: |  |
| Address: |  | | | |
| Purpose of Trip: |  | | | |
| Travel Dates: |  | Speedchart or  PG to be charged: | |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Item** | **Expense Category\*** | **Transaction Date** | | **Currency** | **Amount** |
| **1** |  |  |  | |  |  |
| **2** |  |  |  | |  |  |
| **3** |  |  |  | |  |  |
| **4** |  |  |  | |  |  |
| **5** |  |  |  | |  |  |
| **6** |  |  |  | |  |  |
| **7** |  |  |  | |  |  |
| **8** |  |  |  | |  |  |
| **9** |  |  |  | |  |  |
| **10** |  |  |  | |  |  |
| **11** |  |  |  | |  |  |
| **12** |  |  |  | |  |  |
| **13** |  |  |  | |  |  |
| **14** |  |  |  | |  |  |
|  |  |  | | **TOTAL** | |  |

I confirm these expenses have not and will not be reimbursed through any other form of reimbursement. I certify the above travel expenses comply with [UBC policy #83](http://www.universitycounsel.ubc.ca/files/2013/04/policy83.pdf) (Travel Policy) and the sponsor or donor terms or conditions where applicable.

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| Traveller Signature: |  | Date: |  |