

EXPENSE CLAIM WORKSHEET

All travellers must use the Expense Claim Worksheet to claim for expense reimbursements as soon as possible after the trip.

1. Receipt Number:

Number each receipt, record the number beside the amount on the Worksheet and submit receipts in numerical order along with the Worksheet. If amount on receipt is in a foreign currency, the amount will be converted to Canadian Dollars based on the UBC exchange rate at the time of travel.

Only original receipts/invoices are accepted for all expense claims, except per diem allowance and mileage. For online purchases, printouts of the purchase confirmation showing amount and description of purchase will be accepted. If originals are lost or missing, the traveler will be required to complete a “Lost/Missing Receipt” form obtained from EOS Finance and signed by a supervisor or the Department Head.

Some notes about receipts:

- credit card receipts are not sufficient and official receipts are needed
example of official receipts: **itemized receipts** for meals; **official taxi receipts** with company name, date, taxi driver’s signature, destination, and amount
- actual conference registration **confirmation** form is required – photocopy of the registration form will not be accepted
- actual cancelled airline ticket coupon (last copy of ticket) is required for reimbursement
- ferry reservation confirmation is required for ferry fare claim
- field work expenses generally require actual meals/grocery receipts unless otherwise instructed by your research supervisor
- if the original receipts is not available, see the EOS Finance Clerk for a “Lost/Missing receipt” form

2. Exchange Rate

All claims will be reimbursed in Canadian funds. Foreign currency expenses will be converted to Canadian Dollars base on the UBC exchange rate at the time of travel. For foreign currency expenses paid by personal credit cards only, credit card statement may be submitted as a verification of the exchange rate for the transactions.

3. Per Diem/Mileage

For research employees and graduate students, field expenses for meals/groceries generally are reimbursed on a “receipt” basis (not per diem) and personal mileage reimbursement is not generally available unless preapproved by the Supervisor.

For faculty and approved staff only, the per diem allowance for meals is \$60 CDN per day within Canada and \$60 USD outside Canada. The break down is: breakfast \$14, lunch \$16 and dinner \$30. The per diem can be claimed without receipts (tip included) but must match the days of the trip and cannot coincide with meals supplied on airlines, at conferences, etc. Private vehicle mileage reimbursement is \$0.49 per kilometer applying to the actual driving distance while on UBC business by the most direct route (the amount claimed cannot exceed full economy airfare).

4. Travel Advance

Requests of \$5,000 and over require a breakdown of expected expenses and require Dept Senior Finance Clerk’s approval. Requests of \$10,000 and over require a breakdown of expected expenses and require Dept Administrator’s approval. Travel advance must be cleared with original receipts with 30 days after the trip.

5. Air Fare

- A travel advance might be requested to cover pre-paid air fare prior to trip. Boarding passes are required for clearing the advance within 30 days after the trip.
- Boarding passes are required for airfare reimbursement. A lost/missing receipt form is required if boarding passes are lost or missing.