



GRADUATE STUDENT TRAVEL AND RESEARCH FUND

Personal Information:

Student Name: _____
Email: _____
Degree Program: _____

Travel Information:

Purpose: _____
Destination: _____
Dates of travel: _____

Summary of Expenses (fill in amounts before currency exchange*):

**A credit card statement with actual exchange rates may be submitted alongside itemized receipts in foreign currency.*

Airfare: _____
Mileage (\$0.49/km): _____
Other Transportation: _____
Accommodation: _____
Conference Registration: _____
Other: _____
Meals*: _____

**Per diem is \$60.0 CAD per day; \$60.00 USD / EURO if outside of Canada; or \$14.00 for breakfast, \$16.00 for lunch, \$30.00 for dinner*

TOTAL CLAIM*:

_____ **Must be greater than \$75. Program Limits: Masters-\$200; PhD-\$350*

Payment Information:

- Direct deposit (only if you have a UBC employee ID with direct deposit already set up)
- Cheque to be picked up in the department
- Cheque to be mailed to (provide mailing address): _____

I have previously claimed \$_____ from the GSTRF as a student in the M.A./M.Sc./Ph.D. program.

IMPORTANT: Original receipts must be attached (credit card receipts are only considered as backup documents). If originals are not available, please complete a Lost Receipt Form. Boarding passes must be submitted with air travel claim; itemized receipts are required. If claiming meals other than for self, please note names of guests and purpose of meeting.

I hereby certify that the expenses in this Travel Requisition comply with UBC policy #83 (Travel Policy) and the sponsor or donor terms and conditions where applicable:

Traveler's Signature: _____ Print Name: _____ Date: _____

*Please make sure all loose receipts are taped onto paper, one-sided only, and in chronological order.
Return this form to Mimi Yu in the Main Office (room 217)*