Department Of Physics and Astronomy **EXPENSE CLAIM WORKSHEET** **(Revised July 2013)**	**Advance Travel Claim:** ☐ **Travel Claim:** ☐ **Expense Claim** : ☐ *Expense Currency*: CDN: ☐ USD: ☐ Other: ☐ Please Specify: _____ **Reimbursements are paid in Canadian funds, based on UBC exchange rate.* *Payment Method:* Cheque **:** ☐ Bank Draft **:** ☐ Wire **:** ☐ Direct Deposit **:** ☐	

Receipt Number	Type of Expense	Amount $:	Comments: (include name & employee Id if traveler(s) different from payee)
	*see travel claim policies on reverse		
	Advance		
	Airline (1)		
	Airline (2)		
	Car Rental		
	Personal Mileage ($0.49/km)		
	Other Transportation		
	Meals (receipts required)		
	OR Per Diems ($60.00/per day CDN/or USD-outside of Canada:breakfast-$14/lunch - $16/dinner-$30)		
	Entertainment		
	Accommodation		
	Conference Registration		

Reimbursement Information:

*Date of request:*_____

Name on the cheque: _____ _____

*Phone No. /Email address:*_____

Employee ID:_____

Speedchart Acct:_____ _____

PG Manager signature: _____

Signature of recipient (if applicable):

_____

	Non-travel Expenses:		
	Total:	**$**	

Details of Trip:

Where:_____
(City, Country)

When:_____
(Dates of Travel)

Why:_____

(Reason for Travel, e.g. "Conference," including Conference name and dates,)

Did you receive a UBC Travel Advance for this trip?

No: ☐ Yes: ☐ Amount $: _____

* If original receipts are lost or missing, traveler claimant will be required to complete a "Lost/Missing receipt" form obtained from the main office Physics and Astronomy and signed by a supervisor or the Department Head

Additional Information or Comments: (*Explain the difference, if any between the amount being claimed vs. the amount of receipt ie: was travel combined with personal trip?*)