|  |  |
| --- | --- |
| **Last Name**: | **First Name**: |
| **Email Address**: | **UBC Employee ID**: |
| **Department/Unit**: | **Faculty**: |

**As of January 2021, PDF Travel Awards reimbursement requests are submitted through Workday. Please refer to the Workday How-To Guide included in with your PDF Travel Award notification letter for information on how to submit your expense(s) through Workday.**

*Please check all that apply:*

**PDF Travel Awards Reimbursement Submission**

As per notification letter received from the PDFO, my PDF Travel Award Application was approved

I have completed all relevant sections of the PDF Travel Awards Reimbursement Form

I have signed and dated the PDF Travel Awards Reimbursement Form

I have attached and submitted in Workday the following documents:

Signed and dated PDF Travel Awards Reimbursement Form;

PDF Travel Award notification letter; and

Itemized and dated receipts for all expenses being submitted for reimbursement.

**PDF Travel Awards Conference Report**

I have completed the PDF Travel Awards Conference Report and submitted it to [postdoctoral.fellows@ubc.ca](mailto:postdoctoral.fellows@ubc.ca)

|  |  |
| --- | --- |
| **Conference Title:** |  |
| **Start Date of Conference:** |  |
| **‘**  **End Date of Conference:** |  |
| **Title of Paper/Poster Presented:** |  |

**Description of Expenses:**

|  |  |  |
| --- | --- | --- |
|  | **Dollar Amount** | **Currency** |
| **Conference Registration:** | $ |  |
| **Other, please specify**      **:** | $ |  |
| **TOTAL EXPENSES** | $ |  |

|  |  |
| --- | --- |
| **PDF Signature:** |  |
| **Date:** |  |

In addition to submitting your reimbursement request through Workday, please complete and submit your completed **PDF Travel Awards Conference Report** (available at [http://postdocs.ubc.ca/awards/pdf-travel-award)](http://postdocs.ubc.ca/awards/pdf-travel-award)%20) to the Postdoctoral Fellows Office via email ([postdoctoral.fellows@ubc.ca](mailto:postdoctoral.fellows@ubc.ca)) within 3 weeks of conference attendance.