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

**PDF Travel Awards Reimbursement Submission** *(please check all that apply)*

[ ]  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;

[ ]  Proof of conference registration;

[ ]  Conference agenda;

[ ]  Proof of payment for expense(s) being claimed (eg. redacted credit card statement, etc.); and

[ ]  Itemized and dated receipts for expense(s) 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

|  |  |
| --- | --- |
| **Conference Title:** |       |
| **Conference Date(s):** |       |
| **Title of Paper/Poster Presented:** |       |

**Description of Expenses:**

*Please ensure your travel claim complies with* [*UBC Policy FM8, Business Expenses Policy.*](https://universitycounsel.ubc.ca/policies/business-expenses-policy/)

|  |  |  |
| --- | --- | --- |
|  | **$ Amount** | **Currency** |
| **Conference Registration:** |       |       |
| **Transportation:** |       |       |
| **Accommodation:** |       |       |
| **Meals (*if not included in*** ***conference registration*) – receipts or per diem:**  |       |       |
| **Mileage:** |       |       |
| **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%29%20) to the Postdoctoral Fellows Office via email (postdoctoral.fellows@ubc.ca) within 3 weeks of conference attendance.