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| --- | --- |
| **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](mailto: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)%20) to the Postdoctoral Fellows Office via email ([postdoctoral.fellows@ubc.ca](mailto:postdoctoral.fellows@ubc.ca)) within 3 weeks of conference attendance.