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

**Important Information**

1. Expense reports should be submitted within 3 weeks of returning from conference travel.
2. One expense report should be submitted per conference travel.
3. The expense report should include all worktags that are being charged and a separate expense line should be used for each worktag (eg. PDFO, PI, department/faculty).
4. All expenses should be submitted in accordance with UBC Policy FM8, [Business Expenses Policy](https://universitycounsel.ubc.ca/policies/business-expenses-policy/) and the PDFO’s travel award guidelines.
   1. PDFO-covered expenses are to be submitted with the Program **PM001915** and Cost Centre **CC00313**.
   2. All other expenses require relevant worktags and cost centres for any other expenses being claimed.
   3. Refer to the [Create an Out of Pocket Expense Report](https://ubc.service-now.com/selfservice?id=kb_article&sysparm_article=KB0016823) KBA for expense reporting instructions.

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

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;

Original, itemized receipt(s);

Redacted credit card or bank statement (for non-CAD purchases).

**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) within three weeks of conference attendance.

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

**Description of Expenses to be Reimbursed:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Amount Reimbursed by PDFO** | **Amount Reimbursed by Supervisor/PI** | **Amount Reimbursed by Faculty / Department** | **Total Amount Reimbursed** | **Currency** |
| **Conference Registration:** | $ | $ | $ | $ |  |
| **Transportation:** | $ | $ | $ | $ |  |
| **Other, please specify:** | $ | $ | $ | $ |  |
| **TOTAL EXPENSES:** | $ | $ | $ | $ |  |

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