

**8YdUfha YbhcZ9b[`]g\ 'HfUj Y` : i bX
F 9EI 9GH: CF `F 9=A 6I F G9A 9BH`**

Date: _____
Applicant Name: _____
E-Mail Address: _____
Phone: _____
UBC ID #: _____ (The ID shown on your paystub)

A. Name of conference: _____

B. Location of meeting or conference: _____

C. Title of paper being presented: [Attach copy of program]

D. Dates of workshop/conference (exclusive of travel time) _____ to _____, 20__

E. Expenses: (Please attach ORIGINAL receipts)

Total travel costs \$ _____

Breakdown:

Registration fee _____

Accommodation _____

Air fare _____

Surface travel _____

Per diem (see note below) _____

Total Reimbursement (to a maximum of \$ 1,000.00) \$ _____

- **Travel arrangements must be booked and travel expenses charged in compliance with UBC Policies #83 (Travel and Related Expenses) and #84 (Entertainment Expenses Guidelines).**
- **Currently the per diem rate for meals is \$50.50 CDN for travel within Canada. Travel anywhere outside of Canada is allowed a per diem of \$ 50.50 U.S. Receipts are not required when claiming a per diem.**
- **Individuals can apply to this fund only once per fiscal year (April 1 to March 31).**
- **The conference must take place between April 1, 2011 and March 31, 2012 and must include presentation of a paper.**

Applicant's Signature: _____ Date: _____

Head's Signature: _____ Date: _____