



# Civil Engineering

## Faculty of Applied Science

### Travel Claim Form Dos and Don'ts

The travel claim form is used to submit information and documentation for UBC related travel expenses. There are three types of travel claims:

- **Travel Claim** – For travel expenses that have already been paid for.
- **Travel Advance** – For trips that have yet to occur. Only one travel advance can be active at a time. Travel advances must be used for travel expenses that have already been paid for using NSERC or TriCouncil funds since these PGs require boarding passes to be reimbursed.
- **Travel Clearance** – For reconciling a travel advance. The payee will submit all travel expense documentation and will either be reimbursed for any extraneous costs or alternatively be asked to remit any overage in payment.

Finance will happily reimburse any completed and authorized requisition but keep in mind the following tips to save you time and prevent any unnecessary delays in reimbursement.

#### Dos

- Include all original itemized receipts complete with proof of payment (something that confirms that you paid i.e. Cash, Visa, MC)
- Number all receipts and list them in order on the travel claim form.
- Include attendees for all meals shared
- Include a descriptive purpose for your reason for travel (i.e. what was the name of the conference? Were you presenting or spectating?)
- Include signatures for all “travellers.” A traveller is anyone who benefited from any of the expenses included in the travel claim; whether or not they are affiliated with UBC.
- Supply some sort of exchange rate documentation (i.e. credit card statement), without this we will have to use an average of the bank rates for the travel period which may be lower than the actual amount paid.
- Complete a Lost Receipt Form for any lost receipts. Indicate whether or not alcohol was consumed for Tri-Council or other funds that restrict alcohol consumption.
- Write descriptions of what was purchased if it is not clear ESPECIALLY if the purchase is detailed in a language other than English.
- Include conference programs and registrations for claims being reimbursed through NSERC/TriCouncil funds.

#### Don'ts

- Tape or staple receipts separately to pages. Finance appreciates the help but often times the Finance Clerk has to reorder the receipts or retape them to avoid losing information. Stapling all receipts together or including them in an envelope is perfectly fine. If you prefer to tape them yourself that is okay too.
- Tape over any printed information. The tape erodes the ink and thermal imprints on receipts.
- Submit scans or photos of receipts. Central finance will only accept originals or scans accompanied with a Lost Receipt Form.
- Submit travel expenses on a reimbursement form or non-travel expenses on a travel form. Gas, parking and conference registrations are considered travel expense items.
- Include multiple trips in one claim. If your trip included multiple destinations that is okay; however, as soon as you return home you have finished your trip.
- Claim per diem for meals not actually consumed. If you consumed conference provided meals subtract that amount from your per diem amount.

**Per Diem** – Travellers may be reimbursed for the cost of meals either by submitting receipts for actual meal costs or by claiming meal per diems. In the event a per diem is claimed, receipts are not required.

Travellers may claim a meal per diem for an entire day or partial day. Where a per diem is claimed no additional amount may be claimed for the same meals. Per diems may only be claimed where meals have actually been consumed. Per Diems cannot be claimed where meals are already included (eg, conference fees, meetings, etc.)

<b>Maximum Rates including tax and gratuities</b>	<b>Canada</b>	<b>USA</b>	<b>Europe/International</b>
Breakfast	\$14CDN	\$14USD	\$14EURO or USD
Lunch	\$16CDN	\$16USD	\$16EURO or USD
Dinner	\$30CDN	\$30USD	\$30EURO or USD
<b>Daily Total</b>	<b>\$60CDN</b>	<b>\$60USD</b>	<b>\$60EURO or USD</b>

**Mileage** - Travel by private vehicle may be necessary to save time and/or costs. Reimbursement for costs are made to the driver only and are calculated by applying the mileage (kilometer) rate to the actual driving distance while on university business, by the most direct route (the amount claimed not to exceed full economy airfare).

The applicable mileage rate is set by the Vice President Finance and Administration based on the recommendation of the University's Treasury Department and is currently **\$0.49 per kilometer** effective April 1, 2013 (UBC Policy# 83, Section 3.4).

## **Travel Claim/Travel Clearance – Step by Step Instructions**

1. Collect all original receipts during your trip. Keep track of shared expenses by listing the users on the back of the receipt. For example, if you are paying for a dinner, list the names of the diners on the back of the receipt. Be sure to include detailed receipts with credit card receipts.
2. On the claim form identify the dates of travel.
3. On the claim form identify the business purpose of the travel. Please provide any information that is pertinent. What conference did you attend? Who was the business meeting with? What was the topic you were speaking about? What research was being presented? Central finance sometimes will reject a travel claim because of missing information which will delay reimbursements.
4. On the claim form identify the primary traveller (to whom the payment should be made) as well as any additional travellers (anyone who benefited from the travel expenses). Even if another person shared a hotel room for one night they are considered a traveller whether or not they are affiliated with UBC.
5. On the claim form identify the Speed Chart or Projects / Grant # against which the expenses should be charged.
6. Complete the travel expense breakdown, detailing the nature of each expense (airfare, car rental, personal mileage, taxis, car rentals, baggage fees, meals, entertainment, accommodation, conference registration, etc.) Please number your receipts and note the number beside the expense on the claim form. Include the date that the expense was incurred as well as the currency. Note that when requisitions are processed, Civil's finance clerk will use an average exchange rate for the period of travel. If you wish to claim a specific exchange rate you must provide supporting documents (e.g. a chit from an exchange house, a copy of the relevant transactions on your credit card statement or a print out from an exchange website.)
7. Sign as a traveller(s), noting the assertions below the signature place holder.
8. The grant holder must sign the claim form noting the assertions below the signature place holder.
9. Attach all original, itemized and payment receipts to the claim form. Staple all receipts together to the claim or place them in an envelope and attach the envelope to the claim. Taping is unnecessary unless it is beneficial to the traveller as the Civil finance clerk often has to rearrange receipts.
10. If you are missing either the itemized receipts or the proof of payment please fill out a missing receipt form.
11. Submit the claim form with attachments to the Civil Finance Office.

## **Travel Advance – Step by Step Instructions**

1. Estimate how much your trip will cost and write that amount somewhere on the expense breakdown.
2. Fill out all of the pertinent information on the rest of the travel claim following the same procedure above.
3. Submit a travel clearance within 30 days of your return.