



# Community-Based Research Travel Reimbursement Form

## A) Personal Information

First Name

Last Name

Street  
Address

City, Prov.,  
Postal Code

Phone

E-mail

## B) Project Information

Name of  
project/event

Date

Address of origin:

Traveling to:

Method of travel:

Additional  
charges:

*Note: Per UBC policy, we require original receipts to reimburse all expenses (except for meals). Please bring receipts to the event, and/or mail them afterwards along with this form to the department processing your reimbursement.*

Meal  
Reimbursements  
*For travel to &  
from event/project*

Date:

Breakfast

Lunch

Dinner

Date:

Breakfast

Lunch

Dinner

Date:

Breakfast

Lunch

Dinner

## C) Reimbursement Details

Choose one of the following options:

Cash

*To be given in person at event*

Interac e-transfer

*E-mail required above*

*Note: Cash/e-transfer are **not** for UBC employees. In order to accommodate this request, we need to receive this form **at least 2 weeks prior to the event.***

Cheque

Addressed to  
person above

Addressed to organization, to be sent to:

Name of organization:

Address 1:

Address 2:

Contact Phone/E-mail:

Direct deposit

*Available for those already registered for direct deposit or electronic payment with UBC – to register, see reverse.*

Cash Received?

No

Yes – if yes, indicate exact \$ amount received:

## D) Signatures

Recipient  
signature:

Date:

Staff  
signature:

Date:



# Community-Based Research Travel Reimbursement Form

## Quick Tips

This is intended as a quick reference guide to this form. If it is your first time using the form, or for more information, please refer to the Finance Guidelines in full. **This form is NOT for honoraria or fee for service – please use the Cultural Advising Honorarium & Fee for Services Form instead.**

### A) Personal Information

Documenting basic personal information of financial recipients is standard practice for responsible stewardship of university funding. There may be scenarios where either it is inappropriate to ask for certain details, or an individual does not wish to provide them (such as address, phone, or email). See Finance Guidelines for more details and which scenarios require certain information.

### B) Project Information

- Outline the name of the research project, event, or lecture that the individual is requesting travel reimbursement to attend or participate in.
- Travel reimbursement is not taxable, but requires all original receipts (except in the case of meal reimbursements if claiming per diems at the UBC rate).
- **Original receipts must be received directly by the unit processing the reimbursement.**
- If the individual is driving, they will be reimbursed for their mileage at UBC rates.

### C) Reimbursement Details

- Not all payment methods are available for every recipient. For example, anyone deemed an employee of UBC cannot receive cash or e-transfer, but must be reimbursed for travel through direct deposit.
- If the individual requests a personal reimbursement in the form of a cheque, they must be set up in the UBC system as a Vendor. This requires some of their personal information in section A.
- Payment types
  - o Cash/e-transfer: Priority for individuals without bank accounts, uncomfortable with or inappropriate to request sharing personal information, or for partners new to working with the university.
  - o Cheque: Can take longer to process, and requires the personal information in Section A) to be filled out.
  - o Direct deposit: For UBC employees and/or partners who regularly work with UBC.

### D) Signatures

Signatures are needed whenever cash is distributed/received. If this is the case, ensure that the recipient, along with the staff person providing the cash, signs this form.