



**Policies & Procedures:**

**\*Tri-Council Policies on Meals & Refreshments:**

Refreshments and meals are only allowed for "networking purposes in the context of formal courtesy between the grantee and guest researchers and research-related activities in the context of assemblies that facilitate and contribute to the achievement of the research objectives. The following must be provided: 1. Names & Affiliations with UBC 2. Number of People 3. Purpose of the meeting and how it relates to the research project.

[Tri-Council Expense Guidelines](#)

**\*Alcohol:**

Alcohol is not reimbursable on all research grants (Tri-council & non Tri-council). As for G-funds, pre-approval is required from the Dean's office.

[Faculty of Education Entertainment Policy](#)

**\*Research Subject Payments (Ex. small honorarium in cash/gift cards less than \$100):**

The PI is responsible for the accountability of funds received and disbursed to research participants according to the research protocol approved.

[Research Subject Payments Policy](#)

**Additional Notes/Comments**

**Meals & Refreshments:**

1. Names of attendees:
2. Affiliation with UBC:
3. Purpose of the meeting & how it is related to the research:

**Research Subject Payments (ex. cash, gift cards, etc)**

1. Total Amount:
2. # of Research Participants:
3. Names of Participants (N/A if names need to be kept confidential):
4. Name of the research study & how it relates to the research/project:

**Notes/Comments**