



## Miscellaneous Expense Claim

<b>Name:</b>	<b>Employee/Student Number:</b>
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Payment Method (check one  Direct Deposit

Mail cheque to :

Foreign Exchange Rates (Expense Calculator): [www.xe.com/travel-expenses-calculator/](http://www.xe.com/travel-expenses-calculator/)

**\*Note:** In order to be reimburse exact amount, please attach the credit card statement rather than using the website above.

\*Please fill out page 2 for **Research Participant Expense** and **Meals & Refreshments**.

EXPENSES (Please provide description for each expense)	Currency	@ ex. rate	\$ CDN
<b>TOTAL</b>			\$ -

**Claims must be submitted within 6 months from the date of the receipts.**

**THE FINE PRINT**  
I hereby certify that the above listed expenses comply with UBC Policy #83 (Travel Policy [www.policy.ubc.ca/policy83.htm](http://www.policy.ubc.ca/policy83.htm)) and are business-related expenses and granting agency requirements. **Please attach all original receipts. Photocopied or scanned copies are not acceptable.**

<b>Charge to Grant (PG or Speed Chart #):</b>	<b>Is a Tri-Council Grant being used?</b> <input type="checkbox"/> Yes / <input type="checkbox"/> No
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If it is a Tri-council grant, please provide a **justification** for the expense:

Date	Claimant's Print Name	Claimant's Signature *Required by UBC policy #83

**AUTHORIZATION (To be completed by Grant Holder or One Administrative Level Higher)**

Date	Print Name	Authorization Signature

**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**