

Some notes on filling out the UBC travel requisition

To help tame the administrative burden caused by a couple of dozen travel requisitions, I'd be grateful if you could take note of the following:

1. You'll need to mail your itemized receipts and partially filled out requisition form to me at:

Phil Austin
EOS/University of British Columbia
6339 Stores Road
Vancouver, BC V6T 1Z4 Canada
(604) 822-2175

2. UBC gives travelers two options for per diem:
 - (a) Save and submit all meal receipts
 - (b) Take a standard per diem of \$50 Can per day for three meals, or for days when a meal is provided (Friday and Saturday lunch @ \$10.45 apiece and Friday dinner at \$29.35 in this case) \$50 - provided meals.
3. Amounts need to be sub-totaled according to the categories shown on the attached requisition, with a short list giving the details for each receipt. Here's an example from one of my trip's, with the receipts lettered alphabetically:

Airfare:

Receipt	item	amount
A	airfare	\$Can 787.42
total:		787.42

Other transportation:

Receipt	item	amount
B	airport improvement	10.00
C	taxi to airport	12.00
D	taxi from airport to hotel	\$US 29.00=\$Can 45.24
E	taxi from hotel to airport	\$US 30.00=\$Can 46.80
F	taxi from airport to home	13.00
total:		\$Can 127.04

Meals:

Receipt	item	amount
G	June 2 breakfast	16.79
H	June 2 dinner	11.71
I	June 3 dinner	35.67
J	June 4 dinner	15.00
K	June 5 dinner	23.60
L	June 6 dinner	16.25
M	June 7 lunch	13.95
N	June 7 coffee	4.59
total:		\$US 134.56 = \$Can 214.59

Accommodation (including some meals, see hotel receipt O):

Receipt	item	amount
O		\$US 425.80 = \$Can 664.25

4. UBC needs your original receipts. I'd recommend making copies of the originals in case campus mail loses a mail bag. For paper airline tickets, they need to see the final red copy. For e-tickets, an itinerary with a confirmation number will do.
5. If you lose a receipt, we can still submit for reimbursement, but you'll need to sign a lost receipt form that you can download from the net and mail it to me.

The next page shows the items I need filled out on the requisition. I'll try to process this the day I receive it, the checks are usually mailed about 7 days after I submit the form.



The University of British Columbia
TRAVEL REQUISITION
 FINANCIAL SERVICES DEPARTMENT

TR2043790

Specify (✓)
 TRAVEL CLAIM
 TRAVEL ADVANCE
 TRAVEL ADVANCE CLEARANCE

Payee (as it should appear on the cheque) Name & Address

Address Line _____

City _____ Province / State X Postal / Zip Code X Country _____

Invoice Date MM DD YY YY Invoice Number _____

S.I.N./G.S.T. Number OR SSN

DB Ref. # TR Previous Travel Requisition # TR

PREPAID EXPENSES

CURRENCY USD CAD Other: _____

Amount of Cheque _____ * GST Override Amount _____

LINE INFORMATION AND CHARGES

Amount	GST PST TRV	Expense Type	Speed Chart	Account (See Reverse)	Fund	Dept ID (Orig)	Program	Project / Grant (PG)	Alternate Vendor Number
	<input type="checkbox"/>	Airfare							
	<input type="checkbox"/>	Airline							
	<input type="checkbox"/>	Car Rental							
	<input type="checkbox"/>	Mileage							
	<input type="checkbox"/>	Other Transp.							
	<input type="checkbox"/>	Meals							
	<input type="checkbox"/>	Entertainment							
	<input type="checkbox"/>	Accommodation							
	<input type="checkbox"/>	Conference Registration							
	<input type="checkbox"/>	Other:							
		Total Expenses							
		* Advance (deduct if this is a clearance)							
		Net Amount To Be Paid By Traveller OR							
		Net Amount To Traveller							

I hereby certify that the expenses in this Travel Requisition comply with UBC policy # 83 (Travel Policy) and the sponsor or donor terms and conditions where applicable.

From (Dept): _____

Direct Queries To: _____

Phone # _____

Return To (if Handling Code = CD) _____

Signature of Traveller _____ Date _____

Purpose of Trip / Destination _____

Direct Supervisor's Approval (Signature, Please print Name, Title) _____ Date _____

AUTHORIZATION

Authorizing Signature 1 _____

Print Name 1 _____

Date _____

Authorizing Signature 2 (if required) _____

Print Name 2 _____

Date _____

Special Notes: (see reverse)
 Travel from X to Toronto to attend MOC2 workshop

Duration of Trip: MM DD YYYY To: MM DD YYYY Number of Days: _____

OFFICE USE ONLY

Approved by _____ Date _____ Entered by _____ Date _____

Voucher Number _____