



### PDF Travel Award Reimbursement Form

<b>Last Name:</b>		<b>First Name:</b>	
<b>E-mail Address:</b>		<b>Department:</b>	
<b>Faculty Supervisor:</b>		<b>E-mail Address:</b>	
<b>Dept. Address:</b>			
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	

*Please check all that apply:*

**PDF Travel Awards Application**

- As per notification from the Faculty of Science Dean's Office, my PDF Travel Award Application was approved.
- I have completed all relevant sections of the Science PDF Travel Awards Reimbursement Form.
- I have signed and dated the Science PDF Travel Awards Reimbursement Form.
- My faculty supervisor has signed and dated the Science PDF Travel Awards Reimbursement Form.

**Receipts**

- I have attached original, itemized, and dated conference-related travel expense receipts.

**PDF Travel Awards Conference Report**

- I have completed and submitted the Science PDF Travel Awards Conference Report to fosawards@science.ubc.ca

<b>Conference Title:</b>	
<b>Conference Location (City and Country):</b>	
<b>Start Date of Conference:</b>	
<b>End Date of Conference:</b>	
<b>Title of Paper/Poster Presented:</b>	



**Description of Expenses:**

	\$ Amount	Currency	Amount in CAD
Airline:			
Conference Registration:			
Accommodation:			
Other Transportation:			
Meals (if not included in conference registration) receipts or per diem:			
Car Rental:			
Mileage (if applicable):			
<b>TOTAL EXPENSES:</b>			

I hereby certify that the travel expenses claimed above comply with [UBC policy # 83 \(Travel Policy\)](#):

PDF Signature:	
Date:	

Faculty Supervisor (last name, first name):	
Faculty Supervisor Signature:	
Date:	

**Please submit the following within three weeks of travel for reimbursement:**

**By Mail:** *[Illegible text]*

- 1: Original, itemized and dated receipts.
- 2: A completed Science PDF Travel Awards Reimbursement form.
- 3: A completed Science PDF Travel Awards Conference Report.

**By Email:** to [fosawards@science.ubc.ca](mailto:fosawards@science.ubc.ca)

- 4: A copy of the completed Science PDF Travel Awards Conference Report.

Note: Science PDF Travel Award forms are available at <https://science.ubc.ca/faculty/pdf>