Department of Computer Science
Preparation Sheet for Travel Expense Claim

Name:
Student Number and/or Employee Number:
Supervisor:
Supervisor's account (four letter speedchart) for expenses *required*:
Purpose of Trip (name of conference):
Travel to:
Dates of Travel:
Expenses:

Public Carrier: (air ticket, AIF fee, travel company charges):	
Car Rental or Mileage (currently $0.41/km):	
Other Transportation (taxi, bus, train):	
Meals (Breakfast: $10.70; Lunch; $10.45; Dinner; $29.35 = $50.50 per day if not submitting orig. receipts) [Note: CAD$ is limited to travel within Canada; US$ is limited to travel within the US. Travelers can choose to claim per diem in US$ or CAD$ for their international travel]	
Accommodation:	
Conference Registration:	
Telephone and/or Connectivity:	
Other:	
Are you applying for the ICICS travel grant (up to $700 with matching funds from supervisor, given annually)? Yes/No:	
Total:	
Did you have a Travel Advance – if so Subtract here:	
Final Total:	

Original receipts required. Please submit a copy of your credit card statement *for foreign currency*, so that you will be properly reimbursed (or the UBC exchange rate will be used)

Signature:

Date: