



RMES – Student Travel Reimbursement Policy

RMES students are eligible for reimbursement from IRES once per degree, up to a maximum of 5 students per fiscal year for the department. The funding provides a maximum of \$200 per graduate student who presents a paper or poster at an official conference or symposium (student workshops are not eligible), and who meet the necessary criteria shown below.

The conference or symposium must take place while the student is enrolled full-time in the RMES program. Students on official leave status are not eligible for funding. Full time enrollment ends on the last day of the month in which all degree requirements have been met, not at convocation.

Criteria for receiving funding:

- 1) The student must have used their allotted funding available from the Graduate Student Travel Fund, issued by Graduate studies. Full information can be found at: www.grad.ubc.ca/awards .
- 2) The student has approached their supervisor to request funding; however the supervisor does not have access to funding in which the expense is eligible.
- 3) The student has the full support of their supervisor to attend the conference or symposium.
- 4) The student’s rate of progress (all necessary program benchmarks have been met) is at an acceptable level to keep them in the program.
- 5) The student is not on official leave from the program.
- 6) The student is a full-time active participant in the RMES program.

Procedure and Payment Information:

Applications are accepted only once the travel is completed. Processing time for reimbursement is a minimum two to four weeks and dependant on workloads within the unit and UBC Finance Department.

Eligible expenses:

- Travel – economy airfare prices only
- Conference Registration
- Accommodation

Application for reimbursement:

- Complete the RMES Student Travel Reimbursement application.
- Proof of conference presentation or program agenda
- Original, **itemized and dated** receipts. Credit card receipts that are not itemized are not acceptable for reimbursement.

<p><u>Please submit complete applications to:</u> Graduate Program Coordinator 430 – 2202 Main Mall Vancouver, BC V6T 1Z4</p>	<p><u>Please Direct Questions to:</u> rmesgrad@ires.ubc.ca</p>
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Please also keep a copy of the submitted paperwork for your own records



RMES Student Travel Fund – Application

Traveler Information

Last Name:

First Name:

UBC Student Number:

Social Insurance Number:

Mailing Address (Where cheque will be mailed):

City:

State/Province:

Postal Code:

E-mail Address:

Please check all that apply:

Graduate Registration

- I was registered as a full-time RMES graduate student at the time of the conference

Graduate Student Travel Fund Application

- I have completed all relevant sections of the RMES Student Travel Fund Applications (pages 2 and 3 of this form)
- I have signed and dated the RMES Student Travel Fund Application on page 3
- My faculty supervisor has signed and dated the RMES Student Travel Fund Application on page 3

Proof of Presentation

- I have included a copy of the conference program (preferred), letter, or e-mail listing my name and the title of my poster/presentation
- I have highlighted my name and the title of my poster/presentation

Receipts

- Reimbursement is to be sent to student
- I have attached original, itemized and dated receipts up to \$200
 - I have included a missing receipt memo if necessary (see * below)

Previous Travel Claims

- Yes, I have previously received fund from the RMES Student Travel Fund. If yes, please note that you are eligible to receive funding only once per degree program.
- No, I have not previously received funds from the RMES Student Travel Fund.

*Missing Receipts:

UBC has strict guidelines regarding claims submitted without a valid receipt. Under special circumstances, small expenses where the receipt is lost or was never issued may be allowed on condition that the claimant and the supervisor sign a memo on letterhead attesting to the loss of the receipt and that the expense will not be claimed through any other source. Samples can be found on:

<http://www.universitycounsel.ubc.ca/policies/policy83.html>



RMES Student Travel Fund – Application

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

	\$ Amount	Currency	Office Use Only
Airline:			
Car Rental:			
Mileage:			
Other Transportation:			
Meals (if not included in conference registration):			
Accommodation:			
Conference Registration:			
TOTAL EXPENSES:			

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

Student Signature:	
Date:	

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