

Board Expense Reimbursement

Travel Expense Guidance

Excerpt from University of British Columbia (UBC) [Condensed Expenditure Guidelines for Tri-Agency Grant Spending](#)

Sub-Category	Supporting Documentation			General Details
	Invoice	Original Detailed Receipt	Others	
Accommodation		▼		<p>Tri-Agency Directive</p> <ul style="list-style-type: none"> ○ Not eligible if: <ul style="list-style-type: none"> - Expenses incurred beyond 6 consecutive months • Lowest price of standard available room in business class hotel_ <p>Exceptions:</p> <ul style="list-style-type: none"> - Pre-approval from one admin level higher with justification • Bookings at conference hotel is appropriate • Private lodgings are acceptable if rate and terms are competitive with hotel option • \$ 50/day, max of \$ 150 reimbursement for duration of stay in a short term, no cost lodging
Airfare			▼	<ul style="list-style-type: none"> • Lowest available on shortest route_ <p>Exception:</p> <ul style="list-style-type: none"> - Pre-approval from Dean/VP or President with justification Screenshot that the lowest airfare is not available • Preferred seating eligible if University work is to be completed during flight and duration is ≥ 3 hrs. E-ticket receipt • Exceptions to preferred seating or regular economy airfare: <ul style="list-style-type: none"> - Pre-approval from Dean/VP or President with justification Medical certificate or flight segments > 6 hrs
Automobile & Other Transportation		▼		<ul style="list-style-type: none"> • Vehicle rental & car sharing: <ul style="list-style-type: none"> - Out of town travel - Out of town guests if most economical • Parking fees, ride sharing, public transportation and taxi: Allowed
Mileage			▼	<ul style="list-style-type: none"> • Mileage = \$ 0.49/km Screenshot of map tool or app to show km driven
Conference Registration	▼		▼	<ul style="list-style-type: none"> Conference agenda or prospectus
Per diem			▼	<p>Tri-Agency Directive</p> <ul style="list-style-type: none"> ○ Not eligible if: <ul style="list-style-type: none"> - Expenses incurred beyond 6 consecutive months • B = \$ 14; L = \$ 16; D = \$ 30/person • CAD for travel within Canada; USD for travel within US; USD or EURO for international Indicate date and meals being claimed
Mobile data		▼		<ul style="list-style-type: none"> • Roaming charges reimbursement ≤ lowest cost travel data plan offered by preferred vendors • Travel data plan allowed
Incidentals				<ul style="list-style-type: none"> • \$ 10/day, max of \$ 50/week • Indicate incidental expense on separate line in travel claim
<ul style="list-style-type: none"> • Affiliation of claimants (other than grantee) must be specified • Grantee's supervisor must countersign visiting researchers' claim, verifying relevance of expense to funded research 				

Travel Reimbursement Form

This form and relevant receipts must be submitted when requesting reimbursement from HDRN Canada. A Director may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Corporation, in accordance with [HDRN Canada policies](#).

Mail to: Health Data Research Network Canada | The University of British Columbia
201-2206 East Mall | Vancouver BC | V6T 1Z3 Canada

Trip Information

Travel Purpose			
Destination			
Trip Start Date		Trip End Date	

Traveller Information

Traveller Name (Last, First)	
Mailing Address	

Expense Details

Type	Amount
Airfare	
Ground Transportation	Taxi: Public transportation: Car rental: Parking: Mileage: x _____ km @ \$0.49/km
Accommodation	
Meals (choose one option)	<input type="checkbox"/> I have receipts <input type="checkbox"/> I would like to claim per diems (receipts not required) Breakfast x ___ @ \$14.00 Lunch x ___ @ \$16.00 Dinner x ___ @ \$30.00 *Please note: as per Canadian Institutes for Health Research, HDRN Canada is not able to reimburse any alcoholic drinks with meals
Other (please provide details)	
TOTAL	

I have attached all original receipts and flight Boarding passes. I confirm that all the information included above is accurate.

Traveller Signature

Date