



Travel Grants: Submitting your Expense Claim

How to submit a travel grant claim:

1. Complete the travel grant claim worksheet below
2. Submit this document and your proof of payment/receipts to:
whri_awards@cw.bc.ca.
3. *Expenses without proof of payment WILL NOT be reimbursed. A copy of the event or conference program/agenda and proof of invitation or acceptance to present is also required*

Maximum claim amount: **up to CAD\$1,000.00**

Spring deadline: May 31, 2024 (for travel between January 1 - June 30, 2024)

Fall deadline: November 30, 2024 (for travel between July 1 - December 31, 2024)

Travel Grant Guidelines

All expenses will be reimbursed through the Provincial Health Services Authority and are subject to the [PHSA Travel and Business Expense Policy](#). *Please note these policy and eligible expenses differs from the UBC Travel Expense Policy.*

Cash advances are not permitted. Expense claims can only be submitted after travel has occurred. **Expect to wait at least 6-8 weeks after submitting the claim before the reimbursement is received.**

Proof of Payment

Proof of payment is required for all eligible expenses. **Expenses without proof of payment will NOT be reimbursed.** Proof of payment could include an invoice, screen capture of online payment (ex. bank statement), e-confirmation of payment, copy/photograph of a receipt or copy/photograph of a ticket stub that shows a payment or charged amount.

Reimbursing Foreign Currency

While a credit card statement is not considered a proof of payment, when paying in foreign currency it does give a more accurate representation of the amount spent.

- If a credit card statement is provided with the proof of payment: The CAD dollar equivalent amount billed on the credit card statement will be reimbursed
- If no credit card statement is provided with the proof of payment: The foreign exchange rate reported by the [Bank of Canada](#) on the date of the transaction will be used

Reimbursing Expenses to a UBC PG#

If your travel expenses were paid by the research team or supervisor from a UBC account, the reimbursement can be directed to a UBC Project Grant. A copy of the following is required for the travel claim:

1. UBC invoice for the total amount
2. Copy of the UBC ledger clearly showing the charges that are being reimbursed
3. Receipts associated with the charge
4. UBC Account #, either Grant (GR#####), Program (PM#####) or Gift (GF#####)
5. For Trainee Travel Grants, a copy of the event or conference program/agenda and proof of invitation or acceptance to present is also required

Eligible Travel Expenses

The following is a list of eligible and ineligible expenses. This list is not meant to be exhaustive but to outline some of the common expenses incurred.

Eligible	Ineligible
<ul style="list-style-type: none"> • Economy airfare/airline luggage fees • Accommodations • Conference or membership fees • Course registration • Meals • Poster printing • Ground transportation including public transit, ferry taxi, car rental/gas, parking, etc. • Travel-related fees including medical insurance, travel insurance, travel visas, and entry permit fees 	<ul style="list-style-type: none"> • Airfare above economy fare • Incidentals • Companion costs • Optional conference activities • Entertainment • Non-work-related long-distance calls • Any type of alcoholic beverages

Meal Per Diems

To claim meals while traveling you need to follow the meal per diem guidelines below. While you may spend more than the listed amounts below, you will only be reimbursed based on the maximum amounts. For business travel outside of Canada, you may claim the actual cost of meals, if they are greater than the Per Diem allowance. PHSA will reimburse these actual incurred amounts provided these claims are reasonable, supported by appropriate documentation (receipts) and proper explanations.

	Departure Date To be eligible, travel must start BEFORE these times	Return Date To be eligible, travel must end AFTER these times	Max amount
Breakfast	7:00 am	7:00 am	\$14 CDN
Lunch	12:00 pm	1:00 pm	\$17 CDN
Dinner	6:00 pm	7:00 pm	\$29 CDN

Additional things to note:

- **Proof of payment (receipts) must still be provided to claim the per diem**
- A meal per diem cannot be claimed where meals are already included, such as through conference fees, meetings, etc.
- The per diem rates include tax and gratuity
- The maximum gratuity that will be reimbursed is 15%
- **Under no circumstances will alcohol be reimbursed**

Alternate Accommodations

If alternative accommodations are made to stay with a relative/friend, an allowance of \$30/night is available. Your travel dates and the location for the accommodations must be mentioned in the travel worksheet below.

Mileage

If a personal vehicle is used, travel mileage can be reimbursed at \$0.54/kilometre. The starting location, ending location and total kilometres for each trip must be included when submitting the expense claim (Google maps can provide this). Traffic, parking fines or towing charges do not qualify for reimbursement.

Shared Expenses or Payment

If you're sharing the cost of accommodations with a fellow trainee, the reimbursement can be split. When submitting the proof of payment, please note what percentage of the costs you're responsible for (e.g. if the accommodation was for 2 people, you would be responsible for 50% of the cost).

You may also submit a proof of payment that includes expenses for multiple trainees (e.g. payment for 3 plane tickets for 3 individuals). You will only be reimbursed for your costs.

Trainee Travel Grant Worksheet

To make a claim following your trip, please submit this worksheet along with your supporting documentation/receipts to: whri_awards@cw.bc.ca.

Are your travel expenses over the competition maximum of \$1,000? Reimbursements will not exceed the competition maximum. Receipts submitted only need to add up to the maximum amount for the claim. For example, if your travel expenses totaled \$2,500 and your flight costs were \$1,500, the only receipts that need to be submitted are for the flight. Expenses without proof of payment WILL NOT be reimbursed.

Your Information	
Legal Name:	
Mailing Address:	
<i>PHSA will issue a cheque in the name provided and mail it within 6 to 8 weeks of processing the claim</i>	
Email:	
Phone:	

Travel Information	
Where did you go?	
When did you go?	
What did you go for? Conference/Meeting Name	

Expenses			
Date	Expense Category	Currency	Amount
Total			

Notes (anything else you'd like us to know):
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