

Faculty of Education - Request for Travel on Operating Funds

This form must be completed 4 weeks prior to travel. Once this has been approved, you will receive an email confirmation from the Dean's Office. Please return the completed form to the Assistant Dean, Finance in the Dean's Office for approval.

Traveler's Name:	
Email:	
Date of Request:	
Travel Dates and Destination:	

Purpose of Trip

The following are questions to help develop clear and concise travel justifications:

What is the purpose of the trip (e.g. recruitment, conference, international educational partnership, scientific collaborations, proposal planning, etc.)?

How does this trip benefit UBC and the Faculty of Education's teaching, learning or research mandates (e.g., possible future revenue for the University, promotion of a specific project, collaborations with international partners, and University exposure of a specific research area)?

Budget Breakdown:	
Airfare/Public Carrier	
Other transportation (e.g., car rental, cab fare, parking)	
Accommodation	
Meals	
Mileage @ \$0.61/km _____ km	
Other Travel Expenses	
Total Travel Budget Requested:	
Funding Source (Worktag #):	

Manager Approval:	Name:	Date:
Dean's Office Approval:	Name:	Date: