Camper Travel Reimbursement Form

1. Complete all of the sections below (Print clearly)
2. Attach all pre-approved CampOUT travel related original hard-copy receipts to this form
3. Mail to: UBC CampOUT! Attn: Anna White
   Faculty of Education
   2127A – 2125 Main Mall
   Neville Scarfe Building, 1st Floor
   Vancouver, BC V6T 1Z4

Date (mm/dd/yyyy): / / 

Camper/Payee Name: (as it should read on the cheque) (First) (Last)

Street Address:

City:

Province:

Postal Code:

Travel Expenses

Important: Please attach all applicable original receipts to this form (for Air Fare, include your Boarding Pass). We cannot reimburse gas, only mileage at the CRA prescribed rate ($0.62-$0.68/km).

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>From (Location/Town/City)</th>
<th>TO (Location/Town/City)</th>
<th>Amount (including taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Fare</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Transit Costs</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Train Ticket</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Bus Ticket</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td>Total km:</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>(Describe if applicable)</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

TOTAL Travel Expenses $

If your travel arrangements or cost of travel changes please let us know by e-mail (campout.director@ubc.ca) so we can review the changes and make any adjustments possible accordingly. Once we have received your completed reimbursement form and original receipts, we will process a reimbursement and send a cheque to the address you provide below. The normal processing time is 4-6 weeks; incomplete forms may delay processing time. All pre-approved Travel Reimbursements Forms must be received at the above address in entirety by July 15th in order to be processed.

I hereby certify that the expenses in this Travel Requisition above are accurate and apply only to travel expenses I incurred for the purposes of attending CampOUT!

Date ___________________________ Signature ___________________________