



CampOUT! 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!
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 reimburse mileage at the [CRA prescribed rate](#) (\$0.70/km). This rate includes gas – please do not send us gas receipts.

Type of Expense	From (Location/Town/City)	TO (Location/Town/City)	Amount (including taxes)
Air Fare			\$
Transit Costs			\$
Train Ticket			\$
Bus Ticket			\$
Mileage			Total km:
Other: (Describe if applicable)			\$
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