



CampOUT! Travel Reimbursement Form

1. Complete all the sections below and email this form to campout.assistant@ubc.ca
2. Attach photos or scans of all pre-approved CampOUT! travel-related receipts

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 photos or scans of **all applicable receipts**. For Air Fare, include your **Boarding Pass**. For Gas, include a **Google Maps screenshot or printout** of your trip(s) that states the distance.

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

If your travel arrangements or costs of travel change, 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 Travel Reimbursement Form and receipts, we will process a reimbursement and send a cheque to the address you provide above. 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 email 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