

**Completion of Travel Expense Reimbursement Non-Employee Form
FASD Key Worker and Supervisor Training
February 15 - 16, 2017
Sheraton Vancouver Airport Hotel
7551 Westminster Hwy, Richmond, BC**

Note: Registration is required regardless of travel expenses claimed. Please register at: <http://dentistry-ipce.sites.olt.ubc.ca/upcoming-initiatives/mcfd2017/registration/>

Attendees are responsible for making their own travel arrangements, with the exception of hotel accommodation (see below). When deciding method of travel, the most economical method is chosen. For exceptions, please contact Jo Nam at jo.ipce@ubc.ca. Or phone: 604.822.0054

Travel expenses may be claimed for the following:

Transportation:

Air Original receipts required
Ferry Original receipts required
Bus Original receipts required
Car Mileage allowance is \$0.53 per km
Taxi Original receipts required
Parking Original receipts required

Meals: (Receipts not required)

Breakfast: If travel status begins before 7:00 a.m. IF not provided
Lunch: Claimable only if not provided
Dinner: If travel status ends after 6:00 p.m.

1. Meal/Per Diem Allowance

Full Day	Breakfast only	Lunch only	Dinner only	B&L Only	L&D Only	B&D Only
\$49.05	\$12.00	\$13.80	\$23.25	\$25.80	\$37.05	\$35.25

* Where a meal/per diem allowance is provided without charge or is paid for from public funds, no claim for that meal can be made.

Provided at the meeting:

February 15: Breakfast and Lunch
February 16: Breakfast and Lunch

** Participants attending the conference are governed by various collective agreements and policies. Where the meal/per diem allowance differs from the rates above, the collective agreement for that participant will apply.

2. Private Vehicle Allowance

Where a private vehicle is used, reimbursement shall be \$0.53 per km. The allowance does not apply when using a rented vehicle.

3. Accommodation:

All attendees requiring accommodation must indicate this when registering for the training. Hotel accommodation is available for those living outside of the Lower Mainland for the night of February 15th. If you need accommodation for additional nights due to the distance of your travel, please clearly indicate this on the registration form.

DO NOT book accommodation directly with the hotel. Booking and payment for the hotel will be done on your behalf by UBC. If you wish to extend your stay on your own expense, please indicate this in your registration process.

4. Telephone Calls

Where overnight accommodation is required, upon production of receipts, one five minute telephone call to the non-employee's home in British Columbia may be claimed for each night away.

Mail completed form and original receipts to:

**Jo Nam
UBC Interprofessional Continuing Education
Rm. 105-2194 Health Sciences Mall, Vancouver, BC V6T 1Z3**