

Course-based Master's Graduate Student Professional Development Fund



THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Forestry

The Forestry Course-based Master's (CBM) Graduate Student Professional Development Fund provides support for MF, MGEM, MIF, MSFM and MUFL students to participate in professional development activities (virtual or in-person) directly related to their area of study (e.g. workshop, conference, course).

Pre-Approval Process

Pre-approval of the professional development activity is required. Please ensure you request this well in advance of the professional activity date. If your Program Director supports your professional development activity, then submit a request in writing to forestry.grad-awards@ubc.ca. You must include:

- correspondence from your Program Director indicating their support (e.g. email correspondence)
- details about the professional development activity and how it relates to your area of study and the expected benefits.

The Forestry Graduate Program Office will review the request and you will be notified of the decision. It is only after your request has been approved by our office and after your travel is complete that you should proceed with submitting the remaining paperwork.

Eligible Expenses

- Registration fees
- Air (economy only) or other travel (e.g. bus, train)
- Accommodation
- Meals

For information about per diem rates and other eligible travel expenses, please see [UBC Policy FM8 - Travel and Related Expenses](#).

Required Documents

- Completed Forestry CBM Graduate Student Professional Development Fund application form and application checklist (see accompanying pages), including all required signatures.
- Proof of professional development attendance.
- All original, itemized, and dated receipts, up to \$600. Credit card statements are not acceptable.
 - If claiming meals, you must also include a complete conference program. Actual meal receipts or per diem may only be claimed for meals not provided or included in the conference registration.
 - Paper airline tickets must be accompanied by the travel agency invoice. For electronic tickets, a copy of the itinerary/receipt can be submitted. All invoices MUST show the ticket number, breakdown of cost, and form of payment. If you received a boarding pass, please submit it with the receipts.

Payment Information

- It normally takes two to four weeks for reimbursements to be processed. Payment is processed centrally via UBC's Financial Services office and made via cheque or direct deposit.
- Be sure to keep copies of receipts for your records.

Application Checklist:

This checklist shows all the required documents needed for the reimbursement.

Graduate Registration

I was registered as a full-time MF, MGEM, MIF, MSFM or MUFL student at the time of the professional development activity.

Pre-approval

My professional development activity was pre-approved by my program director and the Forestry Graduate Program office.

CBM Graduate Student TRDF Application

I have dated, signed, and completed all relevant sections of the Travel Claim Form.

I have read [UBC Policy FM8](#) and Application Instructions.

Proof of Attendance

I have included a copy of the proof of attendance.

Receipts

I have attached original, itemized, and dated receipts up to \$600.

There is no missing receipt. (If there is any missing receipt, I have included a completed Missing Receipt Form*.)

I have included all other necessary supporting documents.

*Missing Receipts:

UBC has strict guidelines regarding claims submitted without valid receipts. Under special circumstances, small expenses where the receipt is lost or was never issued may be allowed on condition that the claimant and the supervisor sign a [Missing Receipt Form](#) attesting to the loss of the receipt and that the expense will not be claimed through any other source. Read more on [UBC Policy FM8](#).

Application and accompanying materials should be submitted to forestry.grad-awards@ubc.ca.

Claim Form *Attach all original receipts. Only fill in applicable fields.*

Department/Degree Program		UBC Student Number	
Name of Payee/Traveler		Email address	
Supervisor's Name		Supervisor's Signature	
*Mailing address (where cheque will be mailed)			Post/Zip Code
Purpose of activity (include name of conference/workshop/course if available)			
Title of paper/poster presented (if applicable)			
Duration of Activity			Travel To (if applicable)
from (mm-dd-yy)	to (mm-dd-yy)	number of days	City, province/state, country

Expenses	Foreign Amount	CDN \$
Airfare		
Airport Improvement Fee		
Car Rental		
Gas for Rental Car		

Personal Car Mileage					
From	To	# of km	Unit Price		
			\$0.49		
			\$0.49		

Parking	Foreign Amount	CDN \$

Meals	Dates	Per Diem Rate	OR Receipt Rate		
Breakfast		\$14.00			
Lunch		\$16.00			
Dinner		\$30.00			

Accommodation	Foreign Amount	CDN \$
<i>Room and tax only, movies and minibar charges are not allowed</i>		

Registration Fees	Foreign Amount	CDN \$

Other Items Purchased For/During the Activity (supplies, phone costs, gifts, etc. Please list below.)		

Total Claim		
Less Allowance		
Total Reimbursement		

* I certify that the information entered above is true and complete, and that the payments or expenses reported herein comply with UBC policies and the sponsors or donor terms and conditions where applicable. I further certify that this claim is related to UBC business and I will not claim the expense from other sources.

Print Name		Certification Signature of the Payee/Traveler
Date		