

TO CLAIM EXPENSES AT SCARP:

- **SAVE YOUR RECEIPTS!** We can't reimburse you if you don't have **ORIGINAL** receipts.
 - a. If you are paying a bill with a credit or debit card you will receive 2 receipts, we need both
 - b. We need airline boarding passes
- Complete the expense claim form found on the SCARP website: <http://www.scarp.ubc.ca/forms>. You will see that there is a form for Travel Expenses and a separate form for Non-Travel Expenses, please choose the appropriate form.
- List all the expenses you are claiming and be sure to complete the top portion of the form giving a specific explanation for why you are claiming the expense(s).
- Sign and date the form.
- Send or bring the completed form and the original receipts to Penny Mullen, Room 417, Lasserre Bldg.

WHO? – List all the people whose expenses are being claimed

WHAT? – List, on the claim form, all the expenses you are claiming

WHEN? – Tell us the dates when you travelled

WHERE? – tell us where you went

WHY? – we need a detailed explanation as to why UBC is paying your expenses. How is your trip related to the research grant's purpose? Or UBC's/The School of Planning's purpose?