



**UBC Department of Dermatology and Skin Science
Residents Payment Authorization & Expense Voucher**

Please note: In order to be reimbursed by UBC, you need to add/update your direct deposit information in [Workday Student](#) .This step must be completed for UBC reimbursement claims to be processed. Instructions for residents on how to add direct deposit information in the Workday Student are available at [Setting up your direct deposit | Workday Tutorials \(ubc.ca\)](#)

This form MUST be accompanied by all ORIGINAL RECEIPTS. Group similar expenses together but do not mix different currencies. Meal claims are up to a maximum of the UBC per diem amounts & must include itemized receipts.

To claim a USD or other exchange rates, a copy of your credit card statement with your name and relevant transactions is required. If you do not wish to submit your credit card statement, UBC uses the website OANDA <https://www.oanda.com/currency/> for the historical average exchange rate for the dates of purchase. Please attach the historical average rate(s) used.

Name:	Email:
Student Number:	
Mailing Address:	
Travel & Conference Claims Only	
Name of Conference/Course & Host City:	
Conference/Course Program: (Please print and attach the conference program. If the program is not printable due to size please provide the website)	
Travel/Conference Start Date: (MM/DD/YYYY)	Travel/Conference End Date: (MM/DD/YYYY)
Purpose of trip (indicate if Attending or Presenting & include project title):	

Receipt(s)	Description	Amount	Currency
1			
2			
3			
4			
5			
TOTAL:			

By signing, I declare the following: 1. These expenses are directly related to the UBC Department of Dermatology and Skin Science. 2. These expenses have not been previously claimed & will not be reimbursed by any other party or organization. 3. These expenses were incurred by the claimant. 4. These expenses comply with UBC Policy #83 (Travel), #84 (Entertainment) & were reasonable and economic expenses.	Signature:
	Date: