



**VISITOR REIMBURSEMENT FORM**

Please complete and mail with original receipts\* to:

Maureen Chin  
 UBC School of Economics  
 6000 Iona Drive  
 Vancouver, BC V6T 1L4  
 Canada

Name: \_\_\_\_\_

Seminar date: \_\_\_\_\_

Currency of reimbursement (circle one):      USD      CAD

Itemized list of expenses\*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

Mailing address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail address: \_\_\_\_\_

I am enclosing all original receipts for expenses incurred as a guest of the Vancouver School of Economics at The University of British Columbia. I will not be reimbursed for these expenses from any other funding source.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**\*Original Itemized Dated Receipts are required.**

Airline Tickets: Paper airline tickets must be accompanied by the travel agency invoice. In the case of electronic tickets, submission of a copy of the itinerary/receipt is acceptable. Invoice or itinerary/receipt must show ticket number, breakdown of cost and form of payment.

Boarding Passes: Please submit.