



DOCTORAL EXAMINER TRAVEL FUND

Guidelines & Procedures

Purpose

The physical presence of all examiners in doctoral oral defences conducted in person is of great value for the candidate, and, for those coming from a distance, provides an opportunity for further connections with the university community. To facilitate these interactions, G+PS reimburses 50% of examiner travel costs, up to \$500 or \$1000 (see below), in partnership with the candidate's home unit, who may invite the examiner to present a seminar and/or engage in other academic activities that will benefit other students.

Guidelines

The fund may be used for any examiner (external, university, supervisory committee) who has had to travel to be present at the defence. Only **one** examiner's travel will be eligible for reimbursement for each candidate. A maximum of \$500 is provided for travel within North America and \$1,000 for travel from outside of North America. With the presentation of copies of receipts, G+PS will reimburse 50% (up to the allowable limit) of the eligible costs via journal transfer directly to the research supervisor or academic unit that has paid the initial expense.

Eligible Expenses

Eligible expenses for reimbursement include:

- Economy airfare
- Mileage for car travel from outside of the [Lower Mainland](#) (reimbursed at standard UBC rates)
- Taxis to and from airport
- BC Ferry fees
- Train tickets
- Accommodation and meals

Ineligible expenses include:

- Transportation from within the [Lower Mainland](#)
- Honoraria for lectures given at UBC



Procedures

The academic unit or research supervisor is responsible for:

- indicating whether funding would be provided by the academic unit or research supervisor to cover the cost of half of the transportation and all of the other travel costs necessary (via the “Nominations for External Examiner” form or e-mail to the Coordinator of Doctoral Exams)
- making logistical arrangements for the examiner to attend the defence
- ensuring that the department or program’s processes for refund are followed
- ensuring that receipts and documentation below are submitted to Graduate and Postdoctoral Studies for reimbursement of 50% of transportation costs incurred.

Reimbursement to UBC Academic Unit

Academic units are required to submit:

- copies of receipts which were submitted by the examiner to the academic unit for reimbursement
- copies of the grant financial statements indicating the final amounts charged to the academic unit’s accounts
- copies (or a screenshot) of the ledger transfer in Workday.

Funds will be transferred directly from the Doctoral Examiners Transport Fund into the account provided by the academic unit and/or research supervisor.

Further Information

Applications for reimbursement will be accepted only after travel is completed. We ask that claims for reimbursement be submitted as soon as possible after the oral defence. It normally takes approximately four weeks for UBC Financial Services to process travel reimbursement claims.

This program is subject to all the rules and regulations of the UBC Travel Policy.