



# DOCTORAL EXTERNAL EXAMINERS TRANSPORT FUND

## Guidelines & Procedures

### Purpose

The participation of the external examiner in the doctoral oral defence enriches the process for the candidate as well as the university community. UBC acknowledges that the best practice for the culmination of such high level academic achievement includes the direct participation of the external examiner in the defence when feasible. Graduate and Postdoctoral Studies recognizes that to date, the cost associated with the travel of examiners to UBC academic units has been prohibitive in all but a small number of cases each year. With the introduction of the Doctoral external examiners Transport Fund we hope to increase the level of participation by external examiners. In addition to hosting the external examiner, academic units are encouraged to make the most of this opportunity by inviting the examiner to present a seminar, lecture or other academic event during his or her visit that will benefit other students. This initiative has the support of the Provost.

### Guidelines

The fund provides matching travel support to offset the external examiner's transportation costs to and from the UBC to a maximum of \$500 for travel within North America and \$1,000 for travel from outside of North America. It is expected that the research supervisor and/or academic unit will cover the balance of the external examiner's travel expenses. With the presentation of copies of receipts Graduate and Postdoctoral Studies will reimburse 50% (up to the allowable limit) of the eligible transportation 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

Ineligible expenses include:

- Lodging
- Meals
- Transportation from within the Lower Mainland
- Honoraria for lectures given at UBC
- Transportation of other examining committee members



## 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 external examiner to attend the defence.
- ensuring that the (completed and signed) Travel Requisition is returned to the academic unit as soon as possible after the defence.
- submitting receipts to Graduate and Postdoctoral Studies for reimbursement of 50% of transportation costs incurred. (Using the prescribed procedure explained below.)

## Reimbursement to UBC Academic Unit

Academic units are required to submit:

- copies of receipts which were submitted by the external examiner to the academic unit for reimbursement
- a copy of travel/payment requisition originally submitted by academic unit to Financial Services
- copies of the grant financial statements indicating the final amounts charged to the academic unit’s accounts

Funds will be transferred directly from the External 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.*