**Undergraduate Course Expense Fund Request Form**

**Name of instructor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course code**: \_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic year**: \_\_\_\_\_\_\_\_ **Winter: T1**\_\_\_\_\_\_ **T2** \_\_\_\_\_\_ **Summer: T1** \_\_\_\_\_\_ **T2** \_\_\_\_\_\_

**Budget Details (expand the table as needed):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Requested** | **Description** | **Cost ($)** | **GST/PST\*** | **Subtotal ($)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| **Total for the course ($)** | |  |  |  |

\* Apply 8.65% of net GST/PST rates on Goods subjected to GST and PST; Apply 1.65% of net GST rate on Services subjected to GST only;

**Notes:**

* Eligible expenses include expendable laboratory supplies, field trip expenses, parking passes for non-UBC guest speakers, thank you gifts, other expenses that directly address course learning objectives.
* Course-related photocopy costs do not require application or approval, but will be automatically charged to this fund. Instructors are asked to limit photocopying as much as possible. Whenever possible, handouts or other materials should be provided to students online through Canvas.
* **Submission Deadlines**:
* Summer Terms 1 and 2: March 15
* Winter Session Term 1: June 15
* Winter Session Term 2: October 15
* All course expenses requests should be submitted toVirginia Frankian ([frankian@mail.ubc.ca](mailto:frankian@mail.ubc.ca)) **by the deadline shown above**. Late submission will be considered subjected to funding availability. Changes to approved expense **must be** communicated to the Associate Dean, Academic for approval **prior** to purchase.
* Requests will be adjudicated by the LFS Academic Administration Committee, consisting of the Dean, Associate Dean, Academic (chair), APBI, FNH, FRE, and GRS Program Directors, Assistant Dean Learning Technologies, Director of the Student Services, and undergraduate and graduate representatives. Instructors will be notified of the results of the adjudication within one month of the submission deadline.
* **All claims for payment must be made within one month of the end of term. The approved budget must be attached to the requisition.**

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**Gifts for non-UBC individual:**

Tangible goods are preferred as gifts and the value should be under $100 tax-inclusive.

Cash or cash equivalent (gift cards) are usually paid as token of appreciation. A token of appreciation is a nominal and infrequent (one-time) gift made to non-UBC individual in recognition of the services rendered on a voluntary basis and is not expecting payment. (Example: guest speaker)

According to UBC Expenditure Guidelines, gifts as tokens of appreciation generally should not exceed $100.

**Gifts of alcohol will not, however, be reimbursed by University funds.**

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Please describe how the requested course expenses will help in meeting course objectives and enhancing student learning:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Instructor Name Instructor Signature Date

Completed form should be submitted to [virginia.frankian@ubc.ca](mailto:virginia.frankian@ubc.ca) .