**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 ($)** | **GST/PST\* (***mandatory***)** | **Subtotal ($)** |
| 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;

***BE SURE TO INCLUDE YOUR RATIONALE below, just above the Signature line.***

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* **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 ([virginia.frankian@ubc.ca](mailto:virginia.frankian@ubc.ca)) **by the deadline above**. Late submission will be considered subject 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 (AAC), consisting of the Dean, Associate Dean, Academic (chair), APBI, FNH, FRE, and GRS Program Directors, 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 AAC’s meeting to review requests.
* **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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**Eligible expenses:**

Eligible expenses include expendable laboratory supplies, field trip expenses, parking passes for non-UBC guest speakers, thank you gifts for non-UBC guest speakers, 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.

**Gifts for non-UBC individuals:**

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. Only non-UBC persons are eligible for these gifts, with the exception of UBC Clinical Instructors.

**Gifts for Indigenous Contributors:**  
For an Indigenous contributor to your course (e.g., guest speaker), giving a gift will be covered up to $200.00 without the Dean’s approval.

Please see the UBC publication **Indigenous Finance Guidelines**, a part of the Indigenous Research Support Initiative, to examine best ways to approach giving a gift to an Indigenous contributor to your course.

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

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**RATIONALE (expand section as needed):**   
Please describe how the requested course expenses will help in meeting course objectives and enhancing student learning:

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

Course Instructor Name Instructor Signature Date

Submit completed form to [virginia.frankian@ubc.ca](mailto:virginia.frankian@ubc.ca) .