**Canadian Biomaterials Society Visiting Scholar Award**

**Travel Expense Form**

*Version 1 (November 4, 2024)*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name*** |  |  |  |
| *Home Institution* |  |  | *(CBS Membership #)* |
| ***Primary Supervisor*** |  |  |  |
| *Host Institution* |  |  | *(CBS Membership #)* |
| ***Host Supervisor*** |  |  |  |
|  |  |  | *(CBS Membership #)* |

*Report Status: \_\_\_\_\_\_\_ Proposed Budget (completed as part of application)*

*\_\_\_\_\_\_\_ Expenses Reimbursement (completed following the visit period)*

**Please use this form to record claimed expenses for the Visiting Scholar Award.** Expenses for transportation, accommodation and a small per diem for the 2-week period up to $3000 can be claimed for reimbursement. Requests for additional funding will not be granted.

|  |  |  |
| --- | --- | --- |
| Expense Type | Amount Claimed | Receipt Attached? |
| Transportation |  |  |
| Airfare\* |  |  |
| Train\* |  |  |
| Bus |  |  |
| Taxis fare |  |  |
| Car Mileage† ($0.55 per km)x( km total) |  | N/A |
| Accommodation |  |  |
| Total for 2 weeks |  |  |
| Per Diem |  |  |
| $25 per day (max. $350) ‡ |  | N/A |
| Total Expense Claim |  |  |

Notes:

\* The standard class of service for air and rail travel is economy fare.

† The use of personally owned vehicles will be reimbursement at a fixed rate of $0.55 per km.

‡Visiting Scholar may claim a small per diem of $25 to help cover additional expenses related to travel.

**Justification for additional expense:**

Note: Only complete if claimed expense is significantly higher than the budget amount.