



# Industrial Problem Solving Workshop

AARMS

July 15 to 19, 2019



## Information on travel claims

### Before arriving in Fredericton

- Retain all receipts, invoices, and boarding passes related to travel (electronic or printed).
- If you have Canadian bank account, obtain a void cheque from your bank. This can often be done via online (searching for "get void cheque online from (bank)" is helpful). Then, fill out the UNB Direct Deposit form at [https://www.unb.ca/financialservices/\\_resources/pdf/accounts-payable/forms/ap\\_direct\\_deposit.pdf](https://www.unb.ca/financialservices/_resources/pdf/accounts-payable/forms/ap_direct_deposit.pdf). Bring this form and the void cheque with you to the workshop. (If you are having trouble viewing the form, try opening it with Adobe Acrobat.)
- If you do not have a Canadian bank account, please send an email to [Sanjeev Seahra \(sanjeev.seahra@gmail.com\)](mailto:Sanjeev.Seahra@gmail.com).

### While you are in Fredericton

- See Sanjeev Seahra (office Tilley Hall 414) to fill out another form and drop off your Direct Deposit information.

### After you leave Fredericton

- Mail hardcopies of all receipts, invoices, and boarding passes related to travel to:

AARMS Industrial Problem Solving Workshop Travel Claim  
c/o Marilyn Hetherington  
Department of Mathematics and Statistics  
University of New Brunswick  
P.O. Box 4400, Fredericton, NB  
Canada, E3B 5A3

Please include your name and contact information in this package. Receipts MUST describe what has been purchased and must show clearly that it has been paid. Sometimes, people submit airline itineraries rather than actual receipts. An actual receipt will say something like "paid with visa xxxx xxxx xxxx 1234". If you only have an itinerary and not a receipt then you can still submit this if you also include a printout from your credit card statement showing payment. For people travelling by their own car, UNB allows you to claim the number of kilometres you travelled at a rate of \$0.41/km (only one person per car can make this claim). Please indicate how many kilometres you would like to claim.

**In order to be reimbursed for travel, we must receive receipts by August 19, 2019.**



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