

Welcome to the Communications Bulletin.

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- 5. Mark Your Calendar! Oct 15 - 17, 2008 - A Consensus Development Conference on Depression in Adults**

1. Travel Guidelines - Use of Preferred Vendors

Travel Guidelines – Use of Preferred Vendors. (please see below email from Dean's Office).
Faculty of Medicine - Travel Expense Guidelines (see attached)
Travel details form (see attached), provided by the Dean's Office, as a tool to assist in calculating and providing detail on expenses incurred during travel.

Email from Dean's Office:

Please be advised that in addition to the Faculty's Travel Expense Guidelines (see attached) UBC's preferred travel agencies (North South Travel and Vision 2000) should be used in order to benefit from the discounts they provide to UBC.

Alternative travel agencies should only be used in circumstances when these agencies are unable to accommodate the travel being requested. The reason for using another travel agency should be documented on the airline ticket when submitting for approval and reimbursement.

Thank you,

**Rosemary McCutcheon, BComm
Accountant**

Dean's Office, Faculty of Medicine | The University of British Columbia | 317 - 2194 Health Sciences Mall,
Vancouver BC V6T 1Z3 | Tel: 604.822.2423 | Fax: 604.822.6061 | Rosemary.McCutcheon@ubc.ca |

2. 2009 KILLAM PRIZE (Canada Council) - AMENDEMENT TO PREVIOUS NOTICE

RE: 2009 Killam Prize Nominations (Canada Council) – **AMENDEMENT TO PREVIOUS NOTICE**

Please note the following corrections to my previous email regarding the nomination process for the Killam Prize (Canada Council). My apologies for any confusion my previous email may have caused.

Correction:

- Nominators should coordinate nomination packages and send them directly to the Canada Council for the Arts by the **June 16th deadline**.
- Nominations packages DO NOT require the signature of the VP Research.
- See below for details on this award or visit:
<http://www.canadacouncil.ca/prizes/killam/nf127281699611562500.htm>

The Canada Council for the Arts is currently seeking nominations for the 2009 Killam Prizes. These prizes are awarded each year to distinguished Canadian scholars doing research in the following fields: health sciences, natural sciences, engineering, social sciences and humanities. Normally, one prize out of each of the 5 categories is awarded each year. Killam Prize recipients receive \$100,000.00 each. Deadlines for the 2009 Killam Prize is Monday June 16, 2008.

To download a nomination form or for more information on the prize, please visit:

<http://www.canadacouncil.ca/prizes/killam/nf127281699611562500.htm>

If you have questions regarding the nomination process, please contact Heidi Taylor at 604-822-6010

The VP Research Office encourages nominations of all deserving candidates.

3. Computer Corner - Foreign information storage

UBC Policy 116 reminds us that UBC is a public body, under the BC Freedom of Information and Protection of Privacy act. FIPPA section 30.1 states that "A public body must ensure that personal information in its custody or under its control is stored only in Canada and accessed only in Canada". Personal information includes contact information. Electronic storage of personal information may include;

- Hosted data repositories <<mailto:repositories@crif>>
- Survey systems <<mailto:systems@crif>>
- E-mail servers (e.g. G-mail, which is hosted on US soil)
- Web servers <<mailto:servers@CRLF>>

Please consider the legal implications of your information storage and transmissions.

Colin Bryant
Computer System Coordinator
Technical Support
UBC, Dept. of Psychiatry
Tel. 604-822-7374
Fax. 604-822-7756

4. The Dream Healer - CBC Radio Sunday May 25 and June 1

CBC Radio will be broadcasting selections from The Dream Healer opera by Lloyd Burritt, with lyrics by Christopher Allan and Don Mowatt based on Timothy Findley's novel Pilgrim.

This was produced with full cast, orchestra and sets at the Chan Centre at UBC this past March featuring John Avey, Judith Forst and Roelof Oostwoud. The documentary traces the genesis of the opera from Findley's novel and writings by and about Carl Jung to the final staged opera. Interviews were gathered from some of the cast, director, conductor, computer and members of the Dept. of Psychiatry and the Institute of Mental Health at UBC. Music from the opera is featured throughout.

This will be broadcast on the series **INSIDE THE MUSIC** on Sunday May 25 at 12 noon on CBC FM and later that evening at 8 p.m. on CBC AM...and

The following week, the documentary is on Madness and Opera with music from Peter Maxell Davies, Lucia I. Pirata, Orlando Macbeth, The Rake's Progress, Boris Godunov, Peter Grimes and **The Dream Healer**. Interviews were conducted with singers, opera directors, opera specialists, psychiatrists and psychologists.

This will be broadcast on the series **INSIDE THE MUSIC** on Sunday June 1 at 12 noon on CBC FM, and later at 8 p.m. on CBC AM. Both programs run 54 minutes.

5. Mark Your Calendar! Oct 15 - 17, 2008 - A Consensus Development Conference on Depression in Adults

MARK YOUR CALENDARS!

**A Consensus Development Conference on
Depression in Adults:
How to Improve Prevention, Diagnosis, and Treatment**

October 15 – 17, 2008

**The Westin Calgary
Calgary, Alberta**

The Honourable Michael Kirby (Chair, Mental Health Commission of Canada) will lead a distinguished jury of citizens and experts to develop practical recommendations on how to improve prevention, diagnosis, and treatment of depression in adults.

Expert Panel Chair **Dr. Scott Patten** (Professor of Psychiatry, University of Calgary) will lead a panel of experts in presenting available evidence on depression in adults.

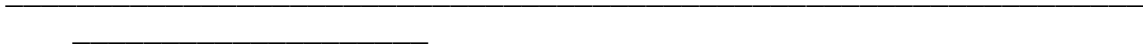
Watch for details at www.buksa.com or www.ihe.ca



INSTITUTE OF
HEALTH ECONOMICS
ALBERTA CANADA



AMHB
ALBERTA MENTAL HEALTH BOARD
... Advancing Mental Health



Faculty of Medicine Travel Expense Guidelines

Effective Date: April 01, 2007

Please ensure that all guidelines under UBC Travel Expense Policy # 83 are adhered for Faculty travel.

“As employees of a public institution which aims to use its resources as effectively as possible, members of faculty and staff must exercise care in incurring travel expenses. It is the responsibility of the traveler to make the most economical travel arrangements possible, consistent with the purposes of the trip.”

In keeping with the guidelines developed by the University:

- a) Air travel should be in economy class. Non-economy class must be pre-approved by the Dean prior to the flight and justification (e.g. letter from physician) for non-economy class must be provided. If the non-economy flight is being charged to a research or special purpose PG, written confirmation from the funding agency or Research and Trust Accounting must also be providing confirming that the funding agency permits non-economy air travel.
- b) The purpose of all travel must be noted and signature of each traveler must be provided on the travel requisition form. In situations where it is not practical for the traveler to sign (i.e. when the traveler is not an employee or not readily available to sign) the appropriate authorizing signature must be provided. This includes AMEX payments which should also be processed on travel requisitions. If expenses of other faculty or staff (other than the cardholder) are charged to the Amex, the Employee Number must be included in the Alternate Vendor Number of the Travel Requisition form.
- c) Travelers may be reimbursed for the cost of meals either by submitting receipts for actual meal costs or by claiming meal per dia based on those in UBC Policy #83; however, actual meal costs claimed should not be in excess of the per diem rates. Per dia rates as of April 1, 2007, inclusive of tax and gratuities, are:

Travel within Canada (per day)

Breakfast \$10.70
Lunch \$10.45
Dinner \$29.35
Total = \$50.50 / day (Cdn.)

Travel within United States and other countries (per day)

Breakfast \$10.70 (US)
Lunch \$10.45 (US)
Dinner \$29.35 (US)
Total = \$50.50 / day (US)

- d) To ensure the GST rebates are properly calculated and PST is properly tracked please ensure that the attached Sales Tax Summary is followed.

- e) Original detailed receipts must be attached for all purchases. If original receipts are not available a missing receipt memo must be included.
- f) The Travel Detail Form provided by the Dean's office should be used as a tool to assist in calculating and providing detail on expenses incurred during travel. This document should be attached to Travel Requisitions.
- g) Exchange rate expenses can be claimed through submission of a credit card statement listing the cost of purchases in Canadian dollars or through the use of www.oanda.com currency converter website if a credit card was not used.

To ensure that travel expenses are minimized the following cost saving measures are encouraged:

- Use of the UBC On-Line Travel Service for flight reservations, costing only \$5 per reservation compared to \$35 per agent handled reservation through North South Travel and Vision 2000. See www.travel.ubc.ca/BookOnline.htm for more information.
- Sign up to receive your AMEX bill electronically each month by going to www.americanexpress.ca/myaccount and ensure that a TRAVEL requisition requesting payment of this bill is submitted to the Dean's Office is submitted in a timely manner. This will expedite the payment process and reduce the amount of late fees charged to your department.
- Request the government, corporate or Canadian Association of University Business Officers (CAUBO) rate when booking hotels for business purposes.
- Request the government or CAUBO rate when booking rental vehicles through Budget Rent a Car.
- The Park 'n Fly facility at the Vancouver International Airport offers UBC faculty and staff 25% off their regular rates upon presentation of the corporate rate sticker. Please contact Supply Management for corporate rate parking stickers.

Name
 Purpose of Trip
 Duration of Trip
 Per km
 Reimbursement \$0.40
 Total Reimbursement
 Due \$0.00

I hereby certify that the expenses in this Travel Requisition comply with UBC Policy #83 (Travel Policy), the Faculty of Medicine Travel Expense Guidelines and the sponsor or donor terms and conditions where applicable.

Signature of
 Traveler

Date

Date	Description of Expense	GST	PST	TRV	Airline	Car Rental	# of km (Personal Car Only)	Mileage Reimbursement	Other Transportation	Meals	Entertainment	Accomodation	Conference Registration	Parking	Other	Currency Exchange Rate	Canadian \$
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