

From: Lynn Snowden <lynn.snowden@utoronto.ca>>
Reply-To: "hradmin-utm-l: Office of the Dean - Academic HR List" <HRADMIN-UTM-L@listserv.utoronto.ca>>
Date: Wednesday, 16 December, 2015 9:04 AM
To: "HRADMIN-UTM-L@listserv.utoronto.ca" <HRADMIN-UTM-L@listserv.utoronto.ca>>
Subject: CUPE 3902 Unit 1 - Inter-Campus Travel Reimbursement

Dear Colleagues,

The updated collective agreement for TAs states "Employees required to perform their duties...shall be reimbursed for supervisor approved travel expenses". Under this provision, we can no longer issue shuttle bus tickets for TAs who must travel to UTM to fulfill their TA duties but will reimburse them once per term for their travel. We will not be requiring receipts for proof of payment for each trip as the Guide to Financial Management allows for small expenses (under \$10) to be reimbursed without a receipt. We will use the honor system and trust that TAs will seek reimbursement only for the actual travel expense paid.

I realize that this may entail more work for UTM faculty and staff, as the supervisor or designated staff member will need to verify the travel dates/claims and the chair will need to sign off on the requests.

In addition, the attached form will need to be used in conjunction with U of T's standard expense reimbursement form. Please send this email to instructors in your department as well as staff who handle TA matters. Please let me know if you have any questions.

Lynn Snowden