

TAs - intercampus travel

Effective September 28, 2016

Updated Sep 24, 2020

Further to the email from Lynn Snowden of December 16, 2015, I am pleased to announce that we have been able to finalize an alternative process for UTM, which enables us to EITHER (1) issue shuttle bus tickets to TAs OR (2) reimburse the cost of intercampus travel upon submission of a receipt. The key aspects of this process are:

1. The relevant section of the TA union agreement is Article 27:06:

“Employees required to perform their duties at a campus other than their affiliated campus shall be reimbursed for supervisor-approved travel expenses for all travel between campuses required for the performance of their duties. For St George/UTM travel reimbursement is the rate of a return shuttle bus trip. For St George/UTSC or St George/UTIAS travel reimbursement is at the rate of a return TTC trip. For UTSC/UTM travel reimbursement is at the rate of a combined return TTC and shuttle bus trip.”

2. TAs can request reimbursement by either
 - a. receiving shuttle bus tickets in advance of incurring travel (requirements per below) or
 - b. receiving reimbursement after incurring travel upon submission of a receipt.Relevant section is in the Guide to Financial Management, subsection: Policy for Travel and Other Reimbursable Expenses ([Link](#))

“The guiding principle is that the individual should neither gain nor lose personal funds as a result of travel assignments. Original receipts from suppliers must support all expense reimbursement claim items, except for per diem claims where applicable. Where original receipts are not available due to shared funding arrangements, a copy of the reimbursement cheque from the other funding source should accompany the request for reimbursement from the University.”

3. UTM shuttle tickets must be kept in a secure locked area with controlled access at all times
4. The department must maintain a log of shuttle tickets purchased/received and issued and reconcile the log to inventory on hand at least once a year, preferably at the end of each term – template attached
5. Tickets may only be issued to a TA upon verification by supervisor/instructor and the transaction must be verified by the signature of both the department issuer and the receiving TA – template attached

Please ensure your process adheres to all of the above requirements

If you have any questions please contact:

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