



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA

### **Meals – further information on eligible expenses**

#### **The Guide to Financial Management**

<https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#TravelPolicy>

Guide to Financial Management provides information on reimbursable expenses and the conditions under which the cost of meals can be claimed. Note that the cost of meals on a University business related trip is eligible for reimbursement. For extra clarity, the cost of meals consumed at home is not eligible for reimbursement. A meal consumed at home is a personal expense, not a business expense, and is not eligible for reimbursement. This applies to meals consumed by staff, faculty and students. This approach does not differ during any time when faculty, staff or students are working at home rather than on campus.

### **Gratuities – further information on eligible expenses**

Expense claims must be reasonable and a maximum of 20% tip is reasonable. Tips exceeding 20% will not be reimbursed.