



Reimbursement Instructions



Reimbursement Form

Enter amount requested for reimbursement in corresponding category- If multiple expenses included, provide more details in a separate memo

Personal information and Brief description of location and the activities

Department Manager Information

Claimant Signature

Supervisor Signature or leave Blank for GEF reimbursements

UNIVERSITY OF TORONTO		EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT					
TO BE COMPLETED BY CLAIMANT		TO BE COMPLETED BY CLAIMANT				Accounting Information - 1	
Personnel Number: _____ Period of Travel: _____ Last Name: _____ Initial: _____ Address: _____ Purpose and Relevance to University Business: _____		Indicate reimbursement currency: Ensure all amounts below are entered in the requested reimbursement currency. NOTE: Original receipts are required.				Claim Type: <input type="checkbox"/> 0 EMPL <input type="checkbox"/> 1 EMPL <input type="checkbox"/> 2 STUD <input type="checkbox"/> 3 STUD <input type="checkbox"/> 4 VISIT	
Department Contact: _____ Department Manager Department: _____ UTM: GGE Telephone: _____ Fax: _____		EXPENSE CATEGORIES				AMOUNT	
Date Prepared: _____ Signature of Claimant: _____ Print Name: _____ Title: _____		AIRFARE: Attach proof of payment & proof of air travel (*)		# of KM (round trip)		G/L ACCOUNT NUMBER TAX CODE COST CENT	
Claimant Declaration: I certify that I have incurred the expenses claimed, they are in compliance with University policies & procedures, all sponsor terms and conditions (if applicable), & have not been claimed through other sources.		ECONOMY		Travel within Canada Travel to USA from Ontario All other Airfare		8 4 0 1 0 ER 8 4 0 1 0 EE 8 4 0 1 0 E0	
Signature of Authorized Approver: _____ Print Name: _____ Title: _____		ABOVE-ECONOMY		Travel within Canada Travel to USA from Ontario All other Airfare		8 4 0 1 0 ER 8 4 0 1 0 EE 8 4 0 1 0 E0	
Authorized Approver Declaration: I certify the expenses claimed were reasonable & required for University business & (if applicable) are relevant to the research being funded.		ACCOMMODATION:		ON (13% HST) PEI, NS, NF, NB (15% HST) All other provinces / territories USA / International		8 4 0 2 0 ER 8 4 0 2 0 EN 8 4 0 2 0 EE 8 4 0 2 0 E0	
		ALLOWANCE:		Per Diem: Canada Per Diem: USA / International KMS X .57 cents/km		8 4 0 3 0 EA 8 4 0 3 0 E0 8 4 0 4 0 EA	
		RAIL/BUS:		Travel within Canada Travel outside Canada		8 4 0 5 0 ER 8 4 0 5 0 E0	
		PUBLIC TRANSIT:		Travel within or outside Canada		8 4 0 5 5 E0 8 4 0 6 0 ER	
		CAR RENTAL: Attach detailed receipt & contract (*)		ON (13% HST) PEI, NS, NF, NB (15% HST) All other provinces / territories USA / International		8 4 0 6 0 EN 8 4 0 6 0 EE 8 4 0 6 0 E0	
		MEALS: Attach detailed itemized receipts (*)		ON (13% HST) PEI, NS, NF, NB (15% HST) All other provinces / territories USA / International		8 4 0 7 0 ER 8 4 0 7 0 EN 8 4 0 7 0 EE 8 4 0 7 0 E0	
		TAXI:		ON (13% HST) PEI, NS, NF, NB (15% HST) All other provinces / territories USA / International		8 4 5 0 0 0 ER 8 4 5 0 0 0 EN 8 4 5 0 0 0 EE 8 4 5 0 0 0 E0	
		OTHER:					
		TOTAL EXPENSES				NOTES:	
		LESS: ACCOUNTABLE ADVANCE					
		REIMBURSEMENT REQUIRED					
		OR REPAYMENT					

For AA Settlements: Financial Services (original copy)
 Originating department (photocopy)

Common Expenses – required backup

- Expense claim form – submitted by person that paid for the expense(s)
- Proof of purchase – receipt; for flights/ travel this should include e-ticket & itinerary
- Proof of payment – for electronic payments this is redacted credit card statement
- When missing original receipts, need to complete Missing Receipt Form and get supervisor's approval (<http://finance.utoronto.ca/forms/processing/>) – to be used sparingly!

Common Expenses – additional notes

- Generally, an expense incurred on behalf of U of T business is permissible and reimbursable if the:
 - Expense is necessary
 - Most economical option has been selected under the circumstances
 - Expense conforms in all respects to any terms and conditions attached to the funding source
- GEF: to be claimed as per award letter and approved by the Chair (Department Manager to facilitate)
- Other sources (PI funds): to be discussed with and approved by supervisor prior submitting to department manager

Best Practice: Include a Memo

To explain nature of expenses and how these relate to UofT business (purpose of claim)

Tenley Conway, 2019 AAG Travel

April 1 through April 4th.

1. Attached is one boarding pass to show proof of travel. Airplane tickets already reimbursed.

2. Taxis:

- To and from Pearson = 100.05 CAD

- In DC, to and from Hotel = 30.36 USD + 24.22 (paid Cash, used day of exchange rate) = 41.63 CAD + 32.31 CAD = 73.94 CAD

3. Hotel: Omni Shoreham = 961.27 USD = 1,463.10 CAD (based on attached CC statement)

4. Per diem: dinner on April 1st, full day April 2nd and 3rd, breakfast and lunch on April 4th: 225 CAD

Ineligible Expenses

- Medical and life insurance (trip cancellation insurance is eligible)
- Premium economy/business class air tickets
- Luxury accommodation
- Alcohol
- Visa and passport application fee
- Traffic fines
- Office furniture

Travel Expenses

- Airfare
 - Airfare can be reimbursed as soon as the cost has been incurred. Proof of travel to be submitted after it is concluded (boarding pass/ hotel bill at destination)
- Automobile Mileage Allowance
 - Recommended for round trip ≤ 500 km
 - > 500 km, comparable or cheaper modes of transportation (air, train, bus, etc.)
 - Current rate: \$0.57/km covers maintenance, repair, towing and gas.
 - Need to provide google maps with travel route

Meals

- Meals

- Per Diem can be claimed

	In Canada	USA or International
Breakfast	\$15.00 CAD	\$20.00 CAD
Lunch	\$20.00 CAD	\$25.00 CAD
Dinner	\$45.00 CAD	\$55.00 CAD
Total Daily Allowance	\$80.00 CAD	\$100.00 CAD

- OR you can claim actual meals (either one has to be chosen)
 - Original itemized restaurant receipts
 - Receipts of payment
 - For hospitality, attendee list required
 - Alcohol in personal meals is not allowable under any circumstances
- Not allowable for meals already included in conference fee

Foreign Currency Expenses

- Receipts in foreign language must be translated by individual submitting the claim
- The expense will be paid in CAD equivalent as per credit card statement.
- If paid in cash, use Bank of Canada currency converter (<http://www.bankofcanada.ca/rates/exchange/currency-converter/>) or XE.com and include a screenshot with the claim



GEOGRAPHY, GEOMATICS AND ENVIRONMENT

