



UNIVERSITY OF
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MISSISSAUGA

From: utmchairs-utm-l <UTMCHAIRS-UTM-L@LISTSERV.UTORONTO.CA> on behalf of Rachel Hughes <rachm.hughes@utoronto.ca>

Date: Monday, June 14, 2021 at 11:47 AM

To: UTMCHAIRS-UTM-L@LISTSERV.UTORONTO.CA <UTMCHAIRS-UTM-L@LISTSERV.UTORONTO.CA>

Subject: Home internet policy - update

TO: UTM Chairs, Institute Directors, Department Managers and Supervisors

FROM: Amrita Daniere, Vice-Principal, Academic & Dean

DATE: June 14, 2021

RE: Home internet policy - update

The Office of the Dean has recently been informed that the University policy on reimbursement for home internet expenses states that, "For costs to be eligible the department would need to determine that there was a University of Toronto business requirement for the internet use and that it was used solely or primarily for those business purposes". This policy can be found in section 9 of (<https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#MiscBusRelatedItems>)

Given that, in most case, home internet is likely not being used "solely or primarily for those business purposes", the cost of home internet is generally not reimbursable.

The UTM policy on home internet and cell phone, issued in October 2015, was less restrictive.

Divisional policies can be more restrictive than University policy but they cannot be less restrictive. Therefore, the UTM policy must, unfortunately, be brought in line with University policy.

Effective September 1, 2021, UTM will follow the U of T policy on home internet.

A separate UTM cell phone policy, which is largely unchanged, is as follows:



UTM – Policy on reimbursing cell phone costs

Approved by the Dean and CAO and effective September 1, 2021

1. For academic department Chairs, program Directors, and Chief Librarian:

- a. the expense may be charged to the unit's operating account
- b. the cost of cell phone is reimbursable up to a maximum of \$75 per month (before taxes), excluding the cost of travel packages
- c. this section does not apply to Associate or Assistant Chairs or Assistant or Associate Directors
- d. when travelling, unit heads are expected to purchase a travel package in advance and additional charges incurred as a result of not making this arrangement are not reimbursable. For suggested travel packages, please refer to the UTM IITS website:

<https://www.utm.utoronto.ca/iits/cellularand-data-plans>

2. Faculty who are not departmental Chairs (including tenure and teaching stream faculty, librarians, Associate and Assistant Chairs and Associate and Assistant Directors):

- a. the expense may be charged to an UTFA/PERA expense account
- b. the expense may be charged to a research grant account if in accordance with the relevant granting agency policy
- c. the expense may be reimbursed as long as it is for legitimate University business purposes. Where a significant amount of phone calls, emails or texts are not for University business purposes, the faculty member should expense only the portion which reflects the business purpose use.
- d. when travelling, if faculty are required to use a cell phone or other electronic device for University business, they are expected to use WiFi whenever possible. If required to be available to participate in specific phone meetings or accessing documents, faculty should arrange, in advance, to purchase a reasonable travel package. Incremental charges incurred as a result of not making this arrangement are not reimbursable. Please refer to the UTM I&ITS website for suggested travel packages as per 2 (d) above

For administrative simplicity, claims may be submitted every few months instead of monthly.

Sincerely,

Amrita