TAs - intercampus travel

Effective September 28, 2016

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 through cash payments. 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 cash reimbursement after incurring travel (requirements per December 16, 2015 email from Lynn)

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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