

UNIVERSITY OF TORONTO MISSISSAUGA

SUMMARY OF TRAVEL AND MOVING EXPENSES FOR NEW FACULTY MEMBERS

The Dean's Office will reimburse new appointees (to continuing appointments only) for the cost of

SECTION 1: TRAVEL AND MOVING

In accordance with the terms of this Policy, the Dean's Office at the University of Toronto Mississauga will fund the reimbursement for eligible travel and moving costs of new faculty appointees to full-time positions at the rank of Assistant Professor or above, when specified in the employment agreement, as follows:

(a) **Travel** to Toronto (GTA) by land, sea, or air up to the equivalent of a one-way economy airfare for the staff member and his/her immediate family;

And

(b) **Moving** at TWO-THIRDS of the actual cost of moving household effects by a licensed mover or U-Haul costs, as detailed below. If there are exceptions, whereby the Letter of Offer to the successful candidate offers reimbursement of moving expenses in full then it will be the Department's responsibility to reimburse the remaining one-third.

1.1 TRAVEL

By land, sea, or air:

- up to the equivalent of one way economy air fare for the appointee and their immediate family members. Refer to the University's Policies and Guidelines - Travel and Other Reimbursable Expenses for the Air and Rail Travel policies. <http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#airrailtravel>. The appointee will be reimbursed in accordance with the policy.

By personal auto, if the most direct route:

54 cents per kilometer up to the equivalent of a one-way economy air fare, including meals and accommodation. The per kilometer rate includes all operating costs including gas, insurance, repairs, and maintenance. [Note: Multiply miles by 1.609 to convert to kilometers.]

Please see the University's guidelines for *current* per kilometer reimbursement rates:

<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/reimbursement-rates/>.

In addition, while traveling the following costs are eligible for reimbursement under this Policy:

- Meals based on actual receipts or capped at the per diem rates per family member;

- Economy accommodation while in transit
- Taxis to and from airport.

Only eligible costs incurred in compliance with the University's policies for travel and other reimbursable expenditures will be reimbursed. <http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/>.

1.2 MOVING

By licensed mover:

TWO-THIRDS of the cost of moving household effects, including: packing, unpacking, temporary border storage costs (in transit only) and the cost of reasonable insurance. Refer to the Procurement Services website for approved Moving Services suppliers <http://www.procurement.utoronto.ca/programs-and-services/approved-suppliers/moving-services>.

By U-Haul:

- all rental charges
- gas, tolls

The following expenses that are **NOT** reimbursable under the Policy, including but not limited to:

- temporary housing;
- storage of household effects;
- exit visas and passport fees;
- claims for damages;
- transport or carrying costs for pets;
- transport of personal vehicles (automobiles, boats, trailers etc.);
- charges and fees to disconnect telephones, television aerials, water, space heaters, air conditioners, gas barbecues, automatic garage doors, water heaters, etc.;
- fees to cancel leases or utilities and cable agreements;
- cost for selling old residence (including advertising, notarial or legal fees, real estate commission, and mortgage discharge penalties);
- charges to connect and install utilities, appliances, and fixtures that existed at the old residence;
- adjustments and alterations to existing furniture and fixtures to arrange them in the new residence, which including plumbing and electrical changes in the new residence;
- automobile licences, inspections, and drivers' permit fees;
- legal fees and land transfer tax to buy new residence;
- the cost to revise legal documents to reflect new address;
- any amounts paid to maintain an old residence after the move including property taxes, heat, hydro, insurance and grounds maintenance, etc.

1.3 APPROVALS & REIMBURSEMENTS

Travel and moving quotes must be approved in advance by the Office of the Dean. Therefore, as soon as an offer of employment has been accepted, the department must inform the successful candidate that the Department requires two (2) quotations from licensed moving companies (See section 1.2 Moving). Please note that securing quotations may be a time-consuming

process, the candidate should therefore ascertain that these quotations are sent to the department well in advance of the employment start date.

The department is to then submit the quotations to the Office of the Dean, to Rachel Hughes rachm.hughes@utoronto.ca, for the Dean's approval recommending one moving company. Once the cost estimate has been approved and the physical move has been completed the department will pay the expenses or reimburse the appointee for the expenses incurred. Finally, the department will request reimbursement from the Dean's office by completing and submitting an expense report. The appointee is to submit original copies of the air ticket along with relevant boarding pass when seeking reimbursement for air travel, the originating Department will maintain the original receipts and attach copies to the expense reimbursement form and submit reimbursement to the attention of:

Ciaran Graham
Director of Strategic Initiatives
Office of The Dean
University of Toronto Mississauga
3200A – William G. Davis Building
3359 Mississauga Road
Mississauga, ON L5L 1C6

Following approval of the application, the Dean's office will provide funding to the department on a one-time-only basis for TWO-THIRDS of the actual cost.

SECTION 2: IMMIGRATION COSTS

Please refer to the candidate's letter of offer.

Immigration Fees

Although Immigration Fees are not explicitly discussed as a reimbursable expenditure in the University's Policy on Travel and Moving Expenses for Academic Staff, the University of Toronto Mississauga will however provide reimbursement for immigration fees levied on the staff member and the members of his/her immediate family.

Legal Fees

The University will be responsible for all of Reikai LLP's routine legal fees (save and except as noted below) and for the Government of Canada's filing fees for applications, provided the candidate remains employed by the University of Toronto. The University will not cover legal fees related to non-routine matters such as overcoming any issue of medical or criminal inadmissibility for the candidate or accompanying family member(s). For questions about which fees are covered by the University, contact faculty.immigration@utoronto.ca.

Language Tests and Educational Credential Assessments

The University of Toronto Mississauga will also be responsible for the fees for an approved language test and/or Educational Credential Assessment (ECA) if required as part of the immigration process. To arrange for reimbursement of these fees, the **candidate** should contact faculty.immigration@utoronto.ca.

Incidental Expenses

The candidate will be responsible for all other expenses related to immigration law requirements. This includes, but is not limited to, such incidental matters as the cost of medical examinations, photos, documents, policy clearance certificates as well as the expenses to be incurred by Rekai LLP on the candidate's behalf for couriers, translations, photocopying, telecopying and long distance. Departments, at their own discretion, may reimburse candidates for any of these costs not covered by the University.

If you have any other questions or concerns regarding travel and moving costs please consult with the Manager of Strategic Initiatives, Ciaran Graham at Ciaran.graham@utoronto.ca in advance.