Reimbursement Instructions
### Reimbursement Form

**Personal information and Brief description of location and the activities**

**Department Manager Information**

**Claimant Signature**

**Supervisor Signature or leave Blank for GEF reimbursements**

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**Expense Report / Accountable Advance Settlement**

<table>
<thead>
<tr>
<th>Expense Categories</th>
<th># of Items (Count Total)</th>
<th>Amount</th>
<th>G/L Account Number</th>
<th>Accounting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airfare</strong></td>
<td>4</td>
<td>0.00</td>
<td>0</td>
<td><strong>To Be Completed By Claimant</strong></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>4</td>
<td>0.00</td>
<td>0</td>
<td><strong>Personal Information</strong></td>
</tr>
<tr>
<td><strong>Accommodation</strong></td>
<td>4</td>
<td>0.00</td>
<td>0</td>
<td><strong>Brief Description</strong></td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>4</td>
<td>0.00</td>
<td>0</td>
<td><strong>Note:</strong> Original receipts are required.</td>
</tr>
</tbody>
</table>

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

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For RRA Settlements, Financial Services (original copy) Designating department (signature copy)
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 sparsely!
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) = 41.53 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 <=500km
  • > 500km, 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
  - 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

<table>
<thead>
<tr>
<th></th>
<th>In Canada</th>
<th>USA or International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$15.00 CAD</td>
<td>$20.00 CAD</td>
</tr>
<tr>
<td>Lunch</td>
<td>$20.00 CAD</td>
<td>$25.00 CAD</td>
</tr>
<tr>
<td>Dinner</td>
<td>$45.00 CAD</td>
<td>$55.00 CAD</td>
</tr>
<tr>
<td>Total Daily Allowance</td>
<td>$80.00 CAD</td>
<td>$100.00 CAD</td>
</tr>
</tbody>
</table>

- 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.