

Expense Claim Form

(1) Spending Limits:

(a) In 2019, the spending limits for Students are:

UTM Full-Time Undergraduate Students	\$ 681
Part-Time Undergraduate Students	\$ 400
Graduate Students	\$ 400

- (b) The limit for election related expenses, including Campaigning expenses for UTM and UTSC Campus Councils and their Standing Committees, for each Administrative Staff candidate is \$400, of which the University will reimburse the Administrative Staff candidate \$300.
- (c) The limit for election related expenses, including Campaigning expenses for UTM and UTSC Campus Councils and their Standing Committees, for each Librarian Staff candidate is \$400, of which the University will reimburse the Librarian candidate \$300.
- (d) The limit for election related expenses, including Campaigning expenses for UTM and UTSC Campus Councils and their Standing Committees, for each Teaching Staff candidate is \$400, of which the University will reimburse the Teaching Staff candidate \$300.

(2) Reimbursement of Election Expenses

Candidates are eligible to receive reimbursement for valid election expenses incurred between 10:00 a.m. on Monday, January 21, 2019 and 5:00 p.m. on Friday, February 15, 2019.

- (a) Expenses eligible for reimbursement include, but are not limited to, the following:
- (i) paper and office supplies;
 - (ii) copying and printing of Campaign Materials;
 - (iii) reasonable transportation costs incurred in connection with Campaigning at campuses other than that at which the candidate works;
 - (iv) campaign advertisements;
 - (v) web design and domain expenses explicitly related to the election;
 - (vi) refreshments, excluding alcoholic beverages (beer, wine, coolers, etc.); and
 - (vii) the Fair Market Value of all donated goods and services actually used in the candidate's Campaign, except voluntary unpaid labour.
- (b) Expenses ineligible for reimbursement include, but are not limited to, the following:
- (i) expenses incurred prior to the announcement of candidates;
 - (ii) parking fines incurred during Campaign-related activity;
 - (iii) costs resulting from the removal of posters from University or non-University property as a result of illegal postering for the election;
 - (iv) alcoholic beverages (beer, wine, coolers, etc.);
 - (v) interest/financing costs for the election Campaign;
 - (vi) costs which could be considered of a personal nature and unrelated to the Campaign;
 - (vii) web design and domain expenses not explicitly related to the election; and
 - (viii) medical expenses including prescription and non-prescription drugs.
- (c) A Student candidate will be refunded an amount equal to the lesser of:
- (i) the first \$100 of spending, plus 75% of additional spending amounts above \$100 and less than the spending limit for the candidate's constituency, or
 - (ii) total expenses (\$100 or less).

- (d) Candidates, whether they are seeking reimbursement or not, are normally expected to submit receipts for all expenses including a statement of all donated goods and services actually used in the candidate's Campaign (except voluntary unpaid labour) with their Fair Market Value, within fourteen days of the close of the election.
- (i) Candidates will normally be asked to sign a sworn statement that all expenses have been disclosed and that the total represents the total amount of expenses by the candidate or by anyone acting on her or his behalf or with her or his knowledge and consent.
 - (ii) Candidates who have no Campaign expenses may, at the discretion of the CRO, be exempt from submitting an expense statement.

