Political Science
UNIVERSITY OF TORONTO
MISSISSAUGA

TA Travel Reimbursement
University of Toronto Mississauga
Department of
CUPE 3902, Unit 1

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 up to the equivalent cost of a return shuttle bus trip ($12.00/ per day of travel).

Please complete this form along with the signed Expense Claim and return it to Terri Winchester, Department of Political Science, UTM. Under no circumstances can you be reimbursed for more than your actual "out of pocket" transit costs. Expense reimbursement should be initiated only once per term after all required travel has been completed. Once approved, your reimbursement will be paid by direct deposit into your bank account per the University payment schedule.

Claimant's name (please print): _____

Supervisor's name (please print): _____

Course code for your appointment:_____

Dates of Travel to UTM	Purpose of Travel	Travel Cost and Method

I,_____ , verify that I travelled between campuses to UTM on the dates listed above for the purposes of completing the performance of my duties as per my Teaching Assistant / Course Instructor contract.

I,_____ , acknowledge and understand that I cannot claim travel expense reimbursement from multiple departments for same day travel between the same campuses.

Signature of Claimant:_____

Contact Number:_____

Email Address:_____

Signature of Supervisor: _____

**Please note this form must be submitted with the expense report form in order to be processed*