



Instructions for Preparing Expense Claims for Reimbursement

The University of Toronto requires that claims for travel and associated expenses **must be submitted via an expense reimbursement form with original receipts attached**. Furthermore, all claimants must keep in mind that the most economical decisions should be taken into consideration when making arrangements. Detailed receipt requirements for some of the most common reimbursable items are outlined below:

Airfare & Train Fare (Economy Fare Only)

Original receipts are required to support air/rail travel. In addition, while a boarding pass is not required, other acceptable documentation must be provided in a claim as proof of air/rail travel.

When claiming air/rail expenses, please note the following:

1. An original receipt must indicate the method of payment and the amount paid by the traveller (e.g. itinerary/receipt or ticket confirmation from the airline/railway), **AND**
2. Proof that the air/rail travel took place. Acceptable documentation to support an air/rail travel claim includes at least one of the following:
 - a. A boarding pass (paper or printed copy of the image of the electronic boarding pass that clearly indicates the flight/train information), **OR**
 - b. Hotel bill at the travel destination, **OR**
 - c. Taxi/transit receipts to/from the airport/train station, **OR**
 - d. Meal receipts from the travel destination, **OR**
 - e. Certificate of conference attendance.

Use of Own Vehicle

Travel by personal vehicle will be reimbursed at \$0.54 CAD per km, with a maximum of 500km in round-trip length. An employee owned vehicle must be deemed the most economical form of transportation, e.g. kms will be reimbursed to a maximum of the cost of an economy-class train ticket. The allowance is intended to cover all automobile maintenance. **Please note that you must submit kms for your trip, indicating starting point and destination location using printouts from Google Maps.**

Meals / Hospitality

For restaurant receipts, please note the following:

- Receipts must show the itemized list of what you ordered, not just the total cost.
- Alcohol cannot be expensed.
- A meal expense for yourself and at least one guest is considered a “hospitality” expense. For hospitality expenses, you must include on the receipt both: (1) the purpose of the meeting, and (2) note the names of the individuals in attendance.

Hotels

The standard for accommodation is a single room with a private bath in a business-class hotel. Use of luxury accommodation will not be reimbursed. The original receipt required is the detailed statement of guest charges (not just the credit card receipt).

If the accommodation is booked through a third party booking site (such as Expedia), then you must submit the order confirmation from the third party booking site showing the credit card payment and travel dates, **including a statement of guest charges**. If the third party booking site does not provide the statement of guest charges, then you must obtain these details directly from the hotel when you checkout and include them in your reimbursement request. Without the itemized details of guest charges, a reimbursement cannot be provided.

If you ordered room service and this is included on your statement of guest charges, then each and every meal receipt showing the itemized list of what you ordered needs to accompany the reimbursement request. If the detailed room service receipts are not included, then a reimbursement cannot be provided.

Helpful Hints

- Only original receipts will be accepted, not photocopies!!!
- You must submit receipts, not invoices!!! The receipt must show that you actually paid, and not just that you have been asked to pay. You can only be reimbursed for actual out-of-pocket expenses.
- Please make sure to fill in: (1) Personnel Number, if you have one, (2) Period of Travel, and (3) the Location and Description (i.e. purpose of the trip/expense).
- Organize the receipts so that they are in the order as they appear in the reimbursement form. For example: Flight, accommodation, meals, etc.
- Please group all like-item receipts together. For example, all hotel receipts are grouped together, then all meals receipts are grouped together, and then all taxi receipts are grouped together, etc.
- In the case of foreign travel, where the language is not English, please indicate on the receipt what the expense is (e.g. train, meal, taxi, etc.).
- In the case where a purchase is made with a credit card and a conversion is needed, please include a copy of your credit card statement. If you prefer not to, the business office will use the University of Toronto conversion website. Please note, the conversion obtained from the UofT conversion system is usually lower, and can amount to tens of \$\$ difference depending on the total amount being converted.
- If you are claiming meals and attending a conference, please include documentation from the conference that indicates meals were NOT included.

For more information and complete UofT policies and guidelines on travel and other reimbursable expenses, please visit:

<http://www.finance.utoronto.ca/gtfm/travel/policy.htm>

If you require any further information, or have any questions, please contact your Business Officer.