

## MSE Visiting Speakers - Instructions for Travel Reimbursement

The University of Toronto requires that claims for travel and associated expenses be submitted via an [expense reimbursement form](#) with original receipts attached. With this, all claimants must keep in mind that the most economical decisions should be taken into consideration when making arrangements.

Detailed receipt requirements are outlined below:

### **Airfare (Economy Fare Only)**

1. Flight itinerary showing proof of payment and
2. Original boarding passes are required (**Note:** downloaded or scanned, e.g. smartphone passes will not be accepted. Only original paper boarding passes from airline accepted.)

**Rail/Coach fare:** Passenger ticket stub and proof of payment is required. ***Remember to keep original boarding passes.***

**Use of own vehicle:** Travel by personal vehicle will be reimbursed at 54 cents/km CDN, with a maximum of 500 km (must be deemed the most economical form of transportation, e.g. mileage will be reimbursed to a maximum of the cost of an advanced economy-class train ticket). The allowance is intended to cover all automobile maintenance. Please note that you must submit the kilometrage for your trip, indicating starting point and destination location using printouts from Google Maps.

**Individual Meals:** Detailed restaurant receipts are required for meals (maximum allowance per meal: \$11 breakfast, \$17 lunch and \$27 dinner) and the purchase of alcohol will not be reimbursed. It is your responsibility to request detailed receipt if not offered. Credit card stubs may be included to substantiate the gratuity cost and conversion rate if necessary.

### **Helpful Hints**

1. Place all receipts in the order as they appear in the reimbursement form. Example: Flight, accommodation, meals, etc.
2. Please attach receipts neatly to your reimbursement form and ensure that it is signed.
3. When completing the reimbursement form, please enter as much information as you can before printing.

*Please mail (scanned emails will not be accepted) your expense reimbursement claim form and all **original** receipts to:*

**Fanny Strumas-Manousos**  
Manager, Administration &  
Executive Assistant to the Chair  
Department of Materials Science and Engineering  
Faculty of Applied Science & Engineering, University of Toronto  
Wallberg Building (WB), 184 College Street, Suite 140  
Toronto, Ontario M5S 3E4 Canada

If you require further clarification, please contact Fanny at [strumas@ecf.utoronto.ca](mailto:strumas@ecf.utoronto.ca) or 416.978.5638

**EXPENSE CLAIMS MUST BE SUBMITTED WITHIN 90 FROM  
END OF EVENT**

Expense Reimbursement forms can be found on the [MSE website](#).