OVERVIEW

THIS PRESENTATION IS TO DEMONSTRATE THE EXPENSE REIMBURSEMENT PROCESS AND PROVIDE THE EXAMPLES FOR EXPENSE CLAIM BACKUPS.

WHEN YOU SUBMIT THE EXPENSE CLAIM, FEW THINGS ARE IMPORTANT TO ADDRESS:

1. PURPOSE OF THE CLAIM (CONFERENCE, BUSINESS TRIP, ETC.)

2. LOCATION

3. TIME

4. APPROVAL FROM YOUR SUPERVISOR WITH ACCOUNTING INFORMATION PROVIDED

NOTE: IF YOU ARE LOCATED IN CANADA, EVEN IF YOU ARE CHARGED IN USD OR OTHER CURRENCIES, YOU WILL BE REIMBURSED IN CAD.
CONTENT

- EXPENSE REIMBURSEMENT DIRECT DEPOSIT
- EXPENSE REIMBURSEMENT FORM
- CONFERENCE
- BUSINESS TRIPS/FIELD TRIPS
- AIRFARE & AIR TRAVEL EMISSIONS MITIGATION INITIATIVE (ATEMI)
- ACCOMMODATIONS
- TRANSPORTATION
- MEAL

- HOSPITALITY
- AMAZON PURCHASE
- REFERENCES
- MONTHLY CREDIT CARD STATEMENT
EXPENSE REIMBURSEMENT DOCUMENT ORDER

A. CONFERENCE REGISTRATION
B. BUSINESS TRIPS/FIELD TRIPS
C. AIRFARE
D. ACCOMMODATIONS
E. TRANSPORTATION
F. MEAL
G. HOSPITALITY
H. OTHER EXPENSES

Please ensure your backup document follows this order.
EXPENSE REIMBURSEMENT DIRECT DEPOSIT-ERDD

HTTPS://EASI.ITS.UTORONTO.CA/ADMINISTRATIVE-MANAGEMENT-SYSTEMS/EXPENSE-REIMBURSEMENT-DIRECT-DEPOSIT-ERDD/

This service is available to Faculties or Researchers at the moment. If you do not have access, please see next option.
PRESS "CREATE"
FIRST TIME USER

PLEASE CHOOSE “SHOW ACCOUNTING INFORMATION”
For location, please add City, State and Country.

Make sure to check it if travel related as you have to input dates and location.
- CLAIM TYPE
- CONFERENCE FEE
- POSTER PRINTING
- G/L
- TAX
- COST CENTER
- FUND
- FUND CENTER

If there is no auto-populated G/L code, please refer to reference accounts table.

Make sure you input all the fields (i.e. G/L, tax, cost center, fund, fund center)

Make sure you press “Apply”
ONCE YOU ENTERED EVERY LINE DETAILED INFORMATION ON ERDD, YOU CAN SAVE AND PRINT.

REVIEW, SIGN AND ADD BACKUP INFORMATION TO THE CLAIM

SUBMIT THE FILE IN ONE PDF ALONG WITH THE BACKUP DOCUMENT. AND, PLEASE NAME YOUR CLAIM AS “FY-EXP REIMB-INITIAL-LAST NAME-FUND-CFCTR-CLAIM #” NAME OF CLAIM”.

IF THERE IS ANY MISSING BACKUP INFORMATION, YOUR CLAIM WILL BE RETURNED

AND, SUBMIT THE FILE TO MSE.FINANCE@UTORONTO.CA

For example, the name of this claim is:

FY-Exp Reimb-T.Hwang-456456-123456-CMS2023128783-CMSc2022

Tiffany Hwang

17/03/2023

Financial Officer
ERDD-ADDITIONAL INFO

CURRENCY CONVERSION IN ERDD

IN CASE OF YOU WERE CHARGED IN OTHER CURRENCIES BUT DID NOT PAY WITH CREDIT CARD, YOU CAN USE THE CURRENCY EXCHANGE TOOL IN ERDD.

1. Choose currency
2. Input dates and amount
3. Convert all
4. Print the page and add to your backup
5. Add the amounts to the line items
EXPENSE REIMBURSEMENT FORM

DOWNLOAD FROM AND CHECKLIST: HTTPS://MSE.UTORONTO.CA/FACULTY-STAFF/FORMS/

- All the highlighted cells should be completed before submission.
- PDF the excel sheet after your PI's approval and add your backup document to the same PDF.
- Submit the file in one PDF, and please name your claim as “FY-Exp Reimb-INITIAL-LAST NAME-FUND-CFCTR-CLAIM #-NAME OF CLAIM”.
- Submit your claim to MSE.FINANCE@UTORONTO.CA
- Note: If there is any missing backup information, your claim will be returned.

Include purpose (Conference), Location (City/State and country)

If there is no G/L code, please refer to reference accounts table.

CONFERENCE

BACKUP DOCUMENT:

• CALL FOR PAPER (DATE, LOCATION)
• OFFICIAL AGENDA
• REGISTRATION CONFIRMATION
• INVOICE/RECEIPT
• CERTIFICATE FOR ATTENDANCE (IF PROVIDED)
• OFFICIAL MONTHLY CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)
CALL FOR PAPER (DATE, LOCATION)

Indicating “Dates”, and “Location”
CONFERENCE-CONTINUED

- OFFICIAL AGENDA/SCHEDULE

   (THIS IS THE INDICATOR FOR MEAL ALLOWANCE IF APPLICABLE)
CONFERENCE-CONTINUED

• REGISTRATION CONFIRMATION

Registration confirmation with “Name” and “Total”
**CONFERENCE-CONTINUED**

- **INVOICE**

  (INVOICE DATE, BREAKDOWN FOR THE CHARGE (HST & IF THERE IS BANQUET/MEAL INCLUDED) AND THE PAYMENT METHOD)

---

**INVOICE**

**INVOICE NUMBER:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit Price (HST)</th>
<th>Quantity</th>
<th>Sub. Total (HST)</th>
<th>GST/HST 13%</th>
<th>Sub. Total (grand)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Registration Early Rate (Student fee)</td>
<td>$296.00</td>
<td>1</td>
<td>$296.00</td>
<td>13%</td>
<td>$335.35</td>
</tr>
</tbody>
</table>

**Charged to:** Visa - XXXX-XXXXXX  4545

**Date of Purchase:** 20 May 2022 - 2:08 PM

**Time of Supply:** 22 Jun 2022 - 8:00 AM

---

**Eventbrite,** Inc., on behalf of the organizer, charged $335.35 for "CMSC 2022: CANADIAN MATERIALS SCIENCE CONFERENCE" to your credit/debit card. The invoice amount will appear on your credit/debit card as "EB "CMSC 2022-CANADIAN" in the next few days.

---

**Thank you,**

Metallurgy and Materials Society of CIM

---

**Payment method and Date**

- **Invoking Date:** 20 May 2022
- **Event:** 202440573947

---

**Breakdown total (Tax, meals and etc.)**
CONFERENCE-CONTINUED

- MONTHLY CREDIT CARD STATEMENT
  - NAME
  - LAST FOUR DIGITS
  - TRANSACTION DATE, AMOUNT
BUSINESS FIELD TRIP

• AGENDA FOR THE BUSINESS TRIPS

• PURPOSE OF TRAVEL: EMAIL EXCHANGED WITH THE SUPERVISOR/ORGANIZER INCLUDING DATES, LOCATION AND OTHER DETAILS

• PROOF OF VISIT (EMAIL EXCHANGED WITH THE HOST)
AIRFARE

• ITINERARY/RECEIPT OR TICKET CONFIRMATION FROM THE AIRLINE.

• OFFICIAL MONTHLY CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)

• BOARDING PASSES (PAPER OR PRINT-OUT OF E-BOARDING PASS)

• INPUT KILOMETERS FOR YOUR TRIPS IN THE REIMBURSEMENT FORM OR ERDD

• OFFICIAL MONTHLY CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)
### AIRFARE-CONTINUED

- **ITINERARY/RECEIPT**
- **BOARDING PASSES**
- **OFFICIAL MONTHLY CREDIT CARD STATEMENT** (indicating name, last four digits, transactions)

**Cardiff**
- **Name**:
- **Flight details**: Cardiff to Amsterdam
- **Total Amount**: $154.90
- **Payment method**: Card

**Amsterdam**
- **Name**:
- **Flight details**: Amsterdam to Cardiff
- **Total Amount**: $154.90
- **Payment method**: Card

**Itinerary should indicate:**
- **Name**
- **Flight details**
- **Total Amount**
- **Payment method**

**Boarding Passes** have to match the itinerary. If there is any changes, please attach backups.
OVERVIEW

U OF T IS LAUNCHING THE AIR TRAVEL EMISSIONS MITIGATION INITIATIVE (ATEMI) TO MITIGATE THE IMPACT OF EMISSIONS FROM AIR TRAVEL AS PART OF ITS COMMITMENT TO REDUCE ITS CARBON FOOTPRINT AND TAKE ACTION TO MINIMIZE CLIMATE CHANGE.

AS OF WEDNESDAY, MARCH 15, 2023 THE CARBON OFFSET FEE WILL BE WITHDRAWN FOR ALL AIR TRAVEL TRANSACTIONS POSTED TO A AN OPERATING/PI FUNDS CENTER (I.E. POSTED TO A FUNDS CENTER WITHOUT A FUND).

NOTE: IF AIRFARE EXPENSE ARE CHARGED A FUNDS CENTER/FUND (E.G., RESEARCH GRANT), DEPARTMENTS WILL STILL NEED TO ENTER THE FLIGHT CLASS AND # OF KM FLOWN ROUND EVEN THOUGH THE FUNDS CENTER/FUND WILL NOT BE CHARGED THE CARBON OFFSET FEE.

EXPENSE REIMBURSEMENT FOR ATEMI

THE MONTHLY CARBON OFFSET FEE (I.E. ATEMI FEE) WILL BE CALCULATED AS FOLLOW:

<table>
<thead>
<tr>
<th>Class</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECONOMY class airfare</td>
<td>$0.0055/km</td>
</tr>
<tr>
<td>ABOVE-ECONOMY class airfare</td>
<td>$0.011/km</td>
</tr>
</tbody>
</table>

USE THIS WEBSITE TO CALCULATE THE DISTANCE:

HTTPS://WWW.AIRMILESCALCULATOR.COM/
EXAMPLE:

CLAIMING ROUND TRIP FROM TORONTO TO NEW YORK

USE AIRMILES CALCULATOR: HTTPS://WWW.AIRMILESCALCULATOR.COM/

In this example, it is showing the round trip and direct flight of YYZ to JFK.
IN EXPENSE REIMBURSEMENT FORM:

INPUT THE TOTAL KM FOR ROUND TRIP AND PUT THE AIRFARE AMOUNT $1,000

ATTACH THE CALCULATOR TO YOUR CLAIM AS BACKUP DOCUMENT

If you get approved for taking above economy class, please enter the KM in “Above Economy”.

EXPENSE REIMBURSEMENT FOR ATEMI-CONTINUED
IN ERDD:
INPUT THE TOTAL KM FOR ROUND TRIP AND PUT THE AIRFARE AMOUNT $1,000
ATTACH THE CALCULATOR TO YOUR CLAIM AS BACKUP DOCUMENT

If you get approved for taking above economy class, please select “Above Economy”.
ACCOMMODATION

OPTION 1: HOTEL BOOKING

PROOF OF PAYMENT:

- BOOKING CONFIRMATION (EITHER FROM THIRD PARTY WEBSITE OR HOTEL WEBSITE)-SHOWING NAME(S), DATES, DURATION AND OTHER DETAILS(I.E. MEALS)

- OFFICIAL CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)

PROOF OF SAY:

- DETAILED STATEMENT OF GUEST CHARGES FROM THE HOST ESTABLISHMENT.

OPTION 2: AIRBNB RENTAL

PROOF OF PAYMENT:

- CHECK IN AND OUT DATES

- DETAILS AND LOCATION OF HOST ESTABLISHMENT

- TOTAL CHARGES INCLUDING TAXES AND PAYMENT DETAILS(I.E. CREDIT CARD USED)

- OFFICIAL CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)

PROOF OF SAY:

- EMAIL/MESSAGE CONFIRMATION FROM AIRBNB HOST ESTABLISHMENT SUBSTANTIATING THAT THE CLAIMANT DID STAY AT THEIR ESTABLISHMENT DURING THE INDICATED PERIOD AND FOR HOW MANY GUESTS.
ACCOMMODATION-CONTINUED(EXAMPLE)

HOTEL BOOKING CONFIRMATION

CHECK-IN:
Saturday, September 17, 2022 (03:00 PM)
CHECK-OUT:
Monday, September 19, 2022 (12:00 AM)
HOTEL ADDRESS:
52 West 36th Street
New York NY 10018
United States
HOTEL PHONE
NUMBER:
212-239-9100
NUMBER OF
ROOMS:
1 Room(s)
RESERVATION
NAME:
Room 1: Yun
For 2 Adult(s)
CONFIRMATION
NUMBER:
Room 1: 32846/18707 (Zipcode: 5636)
ROOM TYPE:
Room 1: King Room - Non-refundable - This room features cable TV, an iPod dock, and air conditioning.
Max 2 guests. Hotels may charge for additional guests.
MEAL PLAN:
Breakfast is included at no extra charge
PREPAYMENT:
You will be charged a prepayment of the total price at any time.
CANCELLATION
POLICY:
Please note, if cancelled, modified or in case of no-show, the total price of the reservation will be charged.
Cancel This Booking
GUEST PARKING:
Public parking is possible at a location nearby (reservation is not needed) and costs USD 55 per day.
INTERNET:
WiFi is available in all areas and is free of charge.

Location

Check in and out dates
Reservation name & for how many guests

Summary of charges
Total Cost: $ 697.88
BILLING NAME: Yun
ROOM PRICE:
$ 301.04/night
NUMBER OF
ROOMS:
1 Room(s)
NUMBER OF
NIGHTS:
2 Night(s)
ROOM SUBTOTAL:
$ 602.08
TAXES & FEES:
$ 95.80
TOTAL COST:
$ 697.88

Total amount
### Hotel Receipts

#### Accommodation-Continued (Example)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-07-21</td>
<td>Room Accommodations</td>
<td>123.89</td>
<td></td>
</tr>
<tr>
<td>03-07-21</td>
<td>Local Tax: 4.6%</td>
<td>5.95</td>
<td></td>
</tr>
<tr>
<td>03-07-21</td>
<td>Sales Tax: 7.8%</td>
<td>9.66</td>
<td></td>
</tr>
<tr>
<td>03-08-21</td>
<td>Room Accommodations</td>
<td>123.89</td>
<td></td>
</tr>
<tr>
<td>03-08-21</td>
<td>Local Tax: 4.6%</td>
<td>5.95</td>
<td></td>
</tr>
<tr>
<td>03-08-21</td>
<td>Sales Tax: 7.8%</td>
<td>9.66</td>
<td></td>
</tr>
<tr>
<td>03-09-21</td>
<td>Room Accommodations</td>
<td>123.89</td>
<td></td>
</tr>
<tr>
<td>03-09-21</td>
<td>Local Tax: 4.6%</td>
<td>5.95</td>
<td></td>
</tr>
<tr>
<td>03-09-21</td>
<td>Sales Tax: 7.8%</td>
<td>9.66</td>
<td></td>
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<td>03-10-21</td>
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<tr>
<td>03-10-21</td>
<td>Local Tax: 4.6%</td>
<td>5.95</td>
<td></td>
</tr>
<tr>
<td>03-10-21</td>
<td>Sales Tax: 7.8%</td>
<td>9.66</td>
<td></td>
</tr>
<tr>
<td>03-11-21</td>
<td>Room Accommodations</td>
<td>123.89</td>
<td></td>
</tr>
<tr>
<td>03-11-21</td>
<td>Local Tax: 4.6%</td>
<td>5.95</td>
<td></td>
</tr>
<tr>
<td>03-11-21</td>
<td>Sales Tax: 7.8%</td>
<td>9.66</td>
<td></td>
</tr>
</tbody>
</table>

**Total** $558.00

**Balance** $0.00

---

**Check in and out dates**

**Break down for charges**

**Total charges**
ACCOMMODATION-CONTINUED (EXAMPLE AIRBNB)

RECEIPT

RESERVATION CONFIRMATION

Location

Payment
Hi,
Hope you are well. For my purpose of business trip reimbursement, could you please confirm my stay (only me) at your place during Dec. 18 – Dec. 23, 2022? Thank you so much.

Hi,
Yes. I confirm that your stay was from Dec 18 to Dec 23, 2022 for 5 nights and one person. Thank you.
TRANSPORTATION-CAR RENTAL

CAR RENTAL

• COPY OF RENTAL AGREEMENT/CONTRACT
• ACCOUNT STATEMENT AND INVOICE
• DETAILED RECEIPTS FOR GAS PURCHASES
• OFFICIAL MONTHLY CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)
TRANSPORTATION-PERSONAL CAR

PERSONAL CAR USE

• MILEAGE PER DIEM RATE: 57 CENTS PER KM
• GOOGLEMAPS OR EQUIVALENT (STARTING POINT AND ENDING POINT SHOULD BE UNIVERSITY OF TORONTO)

*NOTE: IF THE STARTING POINT IS FROM YOUR PERSONAL PLACE, YOU CAN CLAIM IT IF IT IS SHORTER THAN TRAVELING FROM UNIVERSITY OF TORONTO.

*NOTE: FOR PERSONAL CAR USE, YOU ARE NOT ELIGIBLE FOR GAS REIMBURSEMENT.
TRANSPORTATION-PERSONAL CAR-EXAMPLE

EXAMPLE: UNIVERSITY OF TORONTO TO MCMASTER UNIVERSITY FOR EXPERIMENT

DISTANCE * KM = (68.7+69)*0.57=$78.49

Include the google map route with your claim as below and calculate the allowance.
TRANSPORTATION-TAXI/UBER

- RELEVANT ORIGINAL RECEIPT
- UBER TRIP DETAILS WITH TOTAL AMOUNT (TRAVEL ITINERARY)
- OFFICIAL MONTHLY CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)
TRANSPORTATION-PUBLIC TRANSPORTATION

IF YOU TAKE PUBLIC TRANSPORTATION (RAIL/BUS/SUBWAY), PLEASE SHOW THE TICKETS, PAYMENT METHOD AND MONTHLY CREDIT CARD STATEMENT IF APPLICABLE.

RAIL

PRESTO HISTORY
OPTION 1: MEAL PER DIEM (NO RECEIPT REQUIRED BUT REQUIRE SUPERVISOR APPROVAL)

<table>
<thead>
<tr>
<th></th>
<th>In Canada</th>
<th>US or Int’l</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$15 CAD</td>
<td>$20 CAD</td>
</tr>
<tr>
<td>Lunch</td>
<td>$20 CAD</td>
<td>$25 CAD</td>
</tr>
<tr>
<td>Dinner</td>
<td>$45 CAD</td>
<td>$55 CAD</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$80 CAD</td>
<td>$100 CAD</td>
</tr>
</tbody>
</table>

This is the daily limit for claiming meals for both options.

OPTION 2: ORIGINAL RESTAURANT RECEIPTS OF ACTUAL EXPENSES

- DETAILED ITEMIZED MEAL RECEIPTS
- TOTAL PAYMENT RECEIPT (INCLUDING TIPS)
- FILL THE TABLE FOR EACH DAY AS THE TABLE
- OFFICIAL MONTHLY CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)

NOTE: IF YOU ARE CHARGED IN FOREIGN CURRENCY, YOU WILL HAVE TO CONVERT THE RATE TO CAD. (USING CREDIT CARD CHARGED TOTAL, ERDD CURRENCY CONVERT TOOL OR SEND MSE.FINANCE@UTORONTO.CA FOR DETAILS.)

NOTE: FOR TRAVEL IN EXCESS OF 30 CONSECUTIVE DAYS IN ONE LOCATION, THE MEAL ALLOWANCE WILL BE REDUCED TO 75% OF THE APPLICABLE PER DIEM RATE.

NOTE: THE MEAL PER DIEM ALLOWANCE IS NOT AVAILABLE WHERE MEALS ARE INCLUDED AS PART OF ANOTHER REIMBURSABLE ITEM (SUCH AS CONFERENCE PROVIDED MEALS).
HOSPITALITY

- RELEVANT ORIGINAL RECEIPT (E.G., ORIGINAL RESTAURANT RECEIPTS OF ACTUAL EXPENSES, ITEMIZED RECEIPTS)

- CLEAR DOCUMENTATION AS TO THE BUSINESS PURPOSE OF THE HOSPITALITY, NOTING THE NAMES OF THE INDIVIDUALS, OR GROUP INVOLVED.

- EXPENSES MUST BE PAID BY THE MOST SENIOR UNIVERSITY PERSON IN ATTENDANCE WHEN OTHER U OF T EMPLOYEES ARE PRESENT.

- OFFICIAL MONTHLY CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)

- FOR REGULAR IN-HOUSE MEETINGS BETWEEN UNIVERSITY EMPLOYEES, NO ALCOHOL IS PERMITTED.
AMAZON PURCHASES BACKUP

- ORDER CONFIRMATION (EMAIL)
- INVOICE
- VIEW ORDER DETAILS (SIGNED WITH “GOODS RECEIVED IN GOOD ORDER”).
- OFFICIAL MONTHLY CREDIT CARD STATEMENT (INDICATING NAME, LAST FOUR DIGITS, TRANSACTIONS)
ORDER CONFIRMATION

- Date
- Address (Items can only be shipped to the office and should notify Jessica Barnes)
- Items
- Total amount

Your Amazon.ca order #701-9007355-5955465 of 7 items
Amazon.ca <auto-confirm@amazon.ca>

Fri, 27 Feb 2023 9:46 PM
To: [redacted]

Hello Yun,

Thank you for shopping with us. We'll send a confirmation once your items have shipped. Your order details are indicated below. If you would like to view the status of your order or make any changes to it, please visit Your Orders on Amazon.ca.

Your guaranteed delivery date is:
Tuesday, February 14

Your shipping speed:
FREE Shipping

View order details

Your order will be sent to:
Yun North York, Ontario Canada
Order Total: CDN$ 358.25

To learn more about ordering, go to Ordering from Amazon.ca.
If you want more information or need more assistance, go to Help.

We hope to see you again soon!
Amazon.ca
ORDER DETAILS-1

• DOWNLOAD FROM AMAZON ACCOUNT
ORDER DETAILS-2

• THIS IS CONSIDER PACKING SLIP AS AMAZON DOES NOT USUALLY PROVIDE THEM.

• SIGN, DATE AND NOTE “GOODS RECEIVED IN GOOD ORDER”
INVOICE-1

- DOWNLOAD FROM AMAZON ACCOUNT
**INVOICE-2**

- **DATE**
- **ITEMS**
- **TOTAL AMOUNT**
- **TAX AMOUNT**

*Invoice is important as it is the indication of tax amount.*
CREDIT CARD STATEMENT

NAME
CARD NUMBER (LAST 4 DIGITS)
POSTED TRANSACTIONS
### REFERENCE ACCOUNTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Publications - Materials, newspapers, etc.</td>
<td>825600</td>
</tr>
<tr>
<td>Computer Software License &amp; Maintenance</td>
<td>825201</td>
</tr>
<tr>
<td>Computer Supplies</td>
<td>825820</td>
</tr>
<tr>
<td>Conference Fee</td>
<td>837800</td>
</tr>
<tr>
<td>Courier Charges</td>
<td>835070</td>
</tr>
<tr>
<td>Hospitality</td>
<td>836400</td>
</tr>
<tr>
<td>Lab Supplies</td>
<td>825500</td>
</tr>
<tr>
<td>Lab Instrument</td>
<td>825520</td>
</tr>
<tr>
<td>Printing/Photocopy/Poster</td>
<td>837200</td>
</tr>
<tr>
<td>Profession Membership/Association</td>
<td>837420</td>
</tr>
<tr>
<td>Description</td>
<td>Tax Code</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>HST Exempt (Travel Outside of Canada)</td>
<td>E0</td>
</tr>
<tr>
<td>HST charged; Reimburse employee expenses incurred in Ontario</td>
<td>ER</td>
</tr>
<tr>
<td>HST included; Per Diem Allowance/Mileage</td>
<td>EA</td>
</tr>
<tr>
<td>GST charged: Self Assess Ontario PVAT: GST rebate 67% PVAT Rebate 78%</td>
<td>EC</td>
</tr>
<tr>
<td>GST charged; Reimburse employee expenses incurred in GST provinces</td>
<td>EE</td>
</tr>
<tr>
<td>HST charged: Reimburse employee expenses incurred in Prince Edward Island,</td>
<td>EN</td>
</tr>
<tr>
<td>Nova Scotia, New Brunswick, and Newfoundland &amp; Labrador</td>
<td></td>
</tr>
<tr>
<td>HST applies; Self Assess GST &amp; PVAT; GST Rebate 67% PVAT Rebate 78%</td>
<td>ES</td>
</tr>
<tr>
<td>(Downloaded software purchased from outside Canada. Research services</td>
<td></td>
</tr>
<tr>
<td>performed outside Canada.)</td>
<td></td>
</tr>
</tbody>
</table>
QUESTIONS

IF YOU REQUIRE ANY FURTHER DETAILS FOR THE REIMBURSEMENT, PLEASE REFER TO


OR

CONTACT MSE.FINANCE@UTORONTO.CA.