

EXPENSE REIMBURSEMENT

MAY 1, 2023

PREPARED BY MSE FINANCE TEAM



UNIVERSITY OF
TORONTO

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](#)



UNIVERSITY OF
TORONTO

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/](https://easi.its.utoronto.ca/administrative-management-systems/expense-reimbursement-direct-deposit-erdd/)

UNIVERSITY OF TORONTO | Administrative Web Services

To protect the security of your data, this application will automatically terminate in 03:59:18. Unsaved work will be lost.

Welcome My HR Self-Service Expense Reimbursement

Expense Reimbursement

Expense Reimbursement > Expense Reimbursement

Audit Number: FI Document Number: Claim Name: Personnel Number: Claimant Name: Status: Go Clear


All Claims (166) **Create New Claim**

Audit Number	FI Document Number	Claim Name	Personnel Number	Claimant Name	Status	Last Updated On
--------------	--------------------	------------	------------------	---------------	--------	-----------------

This service is available to Faculties or Researchers at the moment. If you do not have access, please see next option.

ERDD-CONTINUED

PRESS “CREATE”




Administrative Web Services

To protect the security of your data, this application will automatically terminate in 01:17:55. Unsaved work will be lost.

Welcome

My HR Self-Service



Expense Reimbursement

Expense Reimbursement > Expense Reimbursement

Audit Number:

#1 Document Number:

All Claims (180)

Create New Claim

Audit Number	#1 Document Number
2023128640	N/A
2023131032	N/A
2023131030	N/A
2023131030	N/A

Create New Claim

Note: Original receipts are required for expense reimbursement

Who are you creating this claim for?

☒ Myself

☐ Others

Create

Cancel

Status

Go

Clear

	Last Updated On	
01	17.04.2023	Edit
01	18.04.2023	Edit
01	18.04.2023	Edit
01	18.04.2023	Edit

ERDD-CONTINUED

FIRST TIME USER

PLEASE CHOOSE “SHOW ACCOUNTING INFORMATION”

Expense Reimbursement - SAP F...

sp1-wd-east.utoronto.ca/xyportal?sam2=disabled

UNIVERSITY OF TORONTO | Administrative Web Services

To protect the security of your data, this application will automatically terminate in 03:22:20. Unsaved work will be lost.

Welcome My HP Self Service

Expense Reimbursement

Expense Reimbursement > Expense Reimbursement

Department Contact: [Text Box]

Reason for Claim

Reason for Claim: [Text Box]

Is this claim travel related? [NO CONF]

Purpose and Relevance to University Business (maximum 250 character): [Text Box]

Expense Report

Currently Exchange Top Show Accounting Information Expense Add

Tax Code Summary Table? Expense Reimbursement Checklist? Travel and Other Reimbursable Expenses - Policies and Guidelines?

ERDD-CONTINUED

- CLAIM NAME
- REASON FOR CLAIM
- FROM, TO IF TRAVEL RELATED
- LOCATION
- PURPOSE

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 Name * CMSC Conference 2022 Note: Entering a claim name will help you find your claims on the dashboard later

Claimant Information

Name: Tiffany Hwang

Personnel Number: 01234906

Department: Dept of Materials Science & En

Address: Wallberg Building

City/Province: Toronto

Country/Postal: CA

Telephone: E.g. 416 1234567

Fax: E.g. 416 1234567

Reason for Claim

Reason for Claim: * CMSC 2022

Is this claim travel related?: * ☒

From: * 22/06/2022 To: 24/06/2022

Location: * Toronto

Purpose and Relevance to University Business (maximum 250 character): * CMSC Conference 2022

[Delete Claim](#) Sum: CAD 0.00 [Back To Dashboard](#) [Print](#) [Save](#) [Cancel](#)



UNIVERSITY OF
TORONTO

ERDD-CONTINUED

- CLAIM TYPE
- CONFERENCE FEE
- POSTER PRINTING
- G/L
- TAX
- COST CENTER
- FUND
- FUND CENTER

Claim Type

Please select a claim type. Changing the claim type will impact the G/L account values in the fields below

Employee Conference

Employee Field Trip
Employee Conference
Student Field Trip
Student Conference
Visitor
Other

Others

Description	Amount(CAD)	G/L	Tax	Cost Center	Order	Fund	Funds Center	Citm	Assignment
Conference Fee	333.35	837800	ER	10000		456456	123456		
Poster Printing	72	837200	ER	10000		456456	123456		

Delete Claim Sum: CAD 405.35

Back To Dashboard Print Save Cancel Post to FI

Make sure you press "Apply"

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

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

ERDD-CONTINUED

- 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-CF CTR-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

Print Claim

How would you like to print this claim?

☐ Formatted Print

☒ PDF Print

Print Cancel

Cost Center Order Fund Funds Center

Back To Dashboard Print Save Cancel



Expense Reimbursements Director

Expense Report for TIFFANY HWANG (0123456)

Department: Dept of Materials Science & En
Address: Wallberg Building
Toronto ON CA M5S 3E4
Telephone#: 000
Period of Travel (dd.mm.yyyy): 22.06.2022 to 24.06.2022
Location: Toronto
Reason for Claim: CMSC 2022
Purpose and Relevance to University Business : CMSC Conference 2022
Claim Type: EFT
Currency: Canadian Dollar

Audit Number: 2023128783
Prepared by: HWANGTIF
Dept Contact:
FAX#: 000

EXPENSE CATEGORIES	Amt (Cdn\$) G/L	Tax CostCt IntOrd	Fund	CF Ctr	C.Item
Flight Class Total kms flown					
Public Transit: In / Outside Canada	0.00				
Others Conference Fee	333.35 837800 ER 10000		456456	123456	SER-FEES
Others Poster Printing	72.00 837200 ER 10000		456456	123456	
SER-PRINTING					
Total Expenses for Reimbursement	\$ 405.35				

Declaration by Claimant:
I certify that I have incurred the expense claimed, they are in compliance with University policies & procedures, all sponsor terms and conditions (if applicable), & have not been claimed through other sources.

Signature of Claimant: Tiffany Hwang Date Submitted: 17/03/2023
Print Name: Tiffany Hwang Title: Financial Officer

Declaration by Chair/Approver:
I certify the expenses claimed were reasonable & required for University business & (if applicable) are relevant to the research being funded.

Authorized Approval: _____ Date Approved: _____
Print Name: _____ Title: _____

FY-Exp Reimb-T
456456-12345
2023128783-CM

For example,
the name of
this claim is:

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.

University of Toronto | Administrative Web Services

Welcome, Tiffany Iliang

To protect the security of your data, this application will automatically terminate in 03:51:28. Unsaved work will be lost.

Expense Reimbursement

Expense Reimbursement > Expense Reimbursement

Reason for Claim

Reason for Claim: * CMSC 2022

Is this claim travel related?: * ☒

From: * 22/06/2022 To: 24/06/2022

Location: * Toronto

Purpose and Relevance to University Business (maximum 250 character): * CMSC Conference 2022

Expense Report

Currency Exchange Tool Expand All

Currency Exchange Tool

Note: This tool converts foreign currencies into Canadian Dollars. Amounts will not be copied to your ERDD Expense report automatically.

Set Default Currency:

US Dollar Apply

Currency	Date Of Conversion	Amount in Foreign Currency	Amount in Canadian Dollars
US Dollar	23/06/2022	20	25.97
US Dollar	27/06/2022	18.7	24.16
US Dollar	dd/MM/yyyy		0.00
US Dollar	dd/MM/yyyy		0.00
US Dollar	dd/MM/yyyy		0.00

Add Another Line

Convert All Reset

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

EX: FY-Exp Reimb-T.Hwang-
456456-123456-CMSC 2022

DOWNLOAD FROM AND CHECKLIST: [HTTPS://MSE.UTORONTO.CA/FACULTY-STAFF/FORMS/](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-CF CTR-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)

UNIVERSITY OF TORONTO		EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT (Finance Services Dept. revised March 10, 2021)										
TO BE COMPLETED BY CLAIMANT		TO BE COMPLETED BY FINANCE SERVICES OFFICER										
Indicate reimbursement currency: Ensure all amounts below are entered in the requested reimbursement currency.		<input type="checkbox"/> CAD <input type="checkbox"/> USD <input type="checkbox"/> Other		Claim Type: Select claim type: <input type="checkbox"/> Other Only, below, to complete G/L account If G/L account is not listed, enter appropriate G/L account as "OTHER". Date:		<input type="checkbox"/> EMPLOYEE FIELD TRIP <input type="checkbox"/> EMPLOYEE CONFERENCE <input type="checkbox"/> STUDENT FIELD TRIP <input type="checkbox"/> STUDENT CONFERENCE <input type="checkbox"/> VISITOR		Business Area: Company Code: Document Number:		Unit:		
NOTE: Original receipts are required.												
COMPLETE highlighted fields BEFORE PRINTING:												
Personnel Number:	Period of Travel:	EXPENSE CATEGORIES		# of RM (round trip)	AMOUNT	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER OR INTERNAL ORDER	FUND CENTER	FUND	COMMITMENT ITEM	ASSIGNMENT
Last Name	First Name	TRAVEL: Economy	Travel within Canada			5 4 0 1 0	EE					
		TRAVEL: Above proof of payment & proof of air travel (*)	Travel to USA from Ontario			5 4 2 1 0	EE					
			All other Airfare			5 4 0 1 0	EO					
		TRAVEL: Above-Economy	Travel within Canada			5 4 0 1 0	EE					
			Travel to USA from Ontario			5 4 2 1 0	EE					
			All other Airfare			5 4 0 1 0	EO					
		PURPOSE AND RELEVANCE TO UNIVERSITY BUSINESS:	ON (L/P/N/E/T)			5 4 0 2 0	EE					
			PREL, RES, MP, NB (L/P/N/E/T)			5 4 0 2 0	EN					
			All other provisions / territories			5 4 0 2 0	EE					
			USA / International			5 4 0 3 0	EO					
		Department Contact	Per Diem: Canada			5 4 0 3 0	EA					
		Faculty Worksheet	Per Diem: USA / International			5 4 0 3 0	EO					
		Department	GAS, & ET: Canada			5 4 0 4 0	EA					
		Department: Materials Science Engineering	Travel within Canada			5 4 0 5 0	EE					
		Telephone	Travel outside Canada			5 4 0 5 0	EO					
		Fax	Travel within or outside Canada			5 4 0 5 0	EO					
		416-978-5638	ON (L/P/N/E/T)			5 4 0 6 0	EE					
		Date Prepared:	PREL, RES, MP, NB (L/P/N/E/T)			5 4 0 6 0	EN					
		Claimant Declaration: I certify that I have incurred the expenses claimed, they are in compliance with University policies & procedures, all sponsor terms and conditions (if applicable), & have not been claimed through other sources.	All other provisions / territories			5 4 0 6 0	EE					
			USA / International			5 4 0 6 0	EO					
		Signature of Claimant:	ON (L/P/N/E/T)			5 4 0 7 0	EE					
			PREL, RES, MP, NB (L/P/N/E/T)			5 4 0 7 0	EN					
			All other provisions / territories			5 4 0 7 0	EE					
			USA / International			5 4 0 7 0	EO					
		First Name	ON (L/P/N/E/T)			5 4 5 0 0	EE					
		Title	PREL, RES, MP, NB (L/P/N/E/T)			5 4 5 0 0	EN					
			All other provisions / territories			5 4 5 0 0	EE					
			USA / International			5 4 5 0 0	EO					
		Authorized Approver Declaration: I certify the expenses claimed were reasonable & required for university business & (if applicable) are relevant to the research being funded.	Conference Registration			5 3 7 8 0 0						
		Signature of Authorized Approver:										
		First Name										
		Title										

Please make sure you input all the yellow highlighted fields.(i.e. G/L, tax, cost center, fund, fund center)

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

(*) Refer to expense reimbursement checklist and the Guide to Financial Management

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)

CONFERENCE-CONTINUED

- CALL FOR PAPER (DATE, LOCATION)

Indicating “Dates”,
and “Location”

Call for Abstracts: The 33rd Canadian Materials Science Conference held at the University of Toronto

MSE External Coordinator <mse.external@utoronto.ca>

Mon 2022-02-14 11:58

To:

Dear MSE Graduate Students,

We welcome you to submit an abstract for the [33rd Canadian Materials Science Conference](#). Submit a paper or poster for this exceptional event on materials chemistry, physics, and engineering taking place [in June 22-24, 2022 at the University of Toronto](#). The deadline to submit is [March 1st, 2022](#).

The symposium topics:

- Physical metallurgy and nanomaterials
- Additive and advanced manufacturing of materials
- Hydrogen steelmaking
- Computation and AI
- Advanced Materials Characterization (supported by Canadian light source (CLS))
- Biomaterials
- Electrochemistry, energy storage and devices
- Sustainability and CO2 capture
- Materials Information and Education
- Nuclear energy materials and environmental degradation

[SUBMIT AN ABSTRACT](#)

Learn more about the conference on the [CMSC 2022](#) website.

Kind regards,

Sherry Esfahani, Ph.D., P.Eng. | External Relations Liaison & Communications Officer

University of Toronto, Dept. of Materials Science and Engineering

Wallberg Build. Suite 140D | 184 College St. | Toronto | Ontario | M5S 3E4

www.mse.utoronto.ca | www.engineering.utoronto.ca | www.utoronto.ca

Office: 416.978.1374 | Cell: 647.864.1064



CONFERENCE-CONTINUED

- OFFICIAL AGENDA/SCHEDULE

(THIS IS THE INDICATOR FOR MEAL ALLOWANCE IF APPLICABLE)

Schedule – CMSC 2022



Hosted by

Last Updated: Tuesday, June 21, 2022



UNIVERSITY OF
TORONTO

Schedule is subject to change at organizers' discretion

Session ID		Day 2	Day 1					
			ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6
			Registrations and Breakfast BA Auditorium					
			Conference Welcome Christopher Yip Dean, Faculty of Applied Science and Engineering, University of Toronto Adel Sedra Auditorium (BA1160)					
			Joseph McDemid, McMaster University Metal Chemistry Lecture Adel Sedra Auditorium (BA1160)					
		AM	PM2 - Phys Met	CA2 - Computation and AI	AC2 - Advanced materials characterization	3D2 - 3D Materials	MT2 - Materials information and education	UT2 - McMaster - UTs
A1	10:10am - 10:30am	Talk 1	Abdullah Ezzamel (46)	Jessie Liang (77)	Ben Anaya (8)	Natal Basim (Invited)	Melanie Egan (Invited)	Shuo Fei (182)
A2	10:30am - 10:50am	Talk 2	Justin Yan Houter (188)	Daniel Akerstrom (2)	Chenyue Qu (107)	Changhong Cao (Invited)	Chao Zhao (189)	Ningxin Cao (189)
A3	10:50am - 11:10am	Talk 3	Aghazadeh Taheri Omid (7)	Hannah Umachandran (110)	Farah Agha (Arpa) (14)	Maryam Sarrafzadeh (46)	Michael Wilson (141)	Jing Zhang (188)
A4	11:10am - 11:30am	Talk 4	Ajmal Raza (8)	Jayid Sajid Jamal (84)	Hezhou He (Invited)	Claudio Adrian Ruiz Torres (112)	Panel Discussion 1	Dept. Overview - CMT
	11:30am - 11:50am	Coffee break						
A5	11:50am - 12:10pm	Talk 5	Souvik Choudhury (36)	Kamal Choudhary (Invited)	Sergiy Savitskiy (Invited)	Toma Sam (12)		Ben Karamura (182)
A6	12:10pm - 12:30pm	Talk 6	Souman Datta (83)	Bukura Janczarski (114)	Cheng-Lin Chang (27)	Boris Kuznetsov (176)		Dariusz Kania (147)
A7	12:30pm - 12:50pm	Talk 7		Kinyuen Song (122)				Benjamin Kimura (182)
A8	12:50pm - 1:10pm	Talk 8						Fadi Alotaibi (182)
	1:10pm - 2:30pm	Lunch						
		PM	PM2 - Phys Met	MT2 - Materials information and education	AC2 - Advanced materials characterization	3D2 - 3D Materials		UT2 - McMaster - UTs
P1	2:30pm - 2:40pm	Talk 1	Alexis Gault (104)	Yiyang Chen (181)	Beatriz Moreno (Invited)	Jie Li Chen (124)		Ben-Lun Hsu (174)
P2	2:40pm - 3:00pm	Talk 2	Alireza Mirzay (288)	Andreas Vlachos (94)	Dan Yu (121)	Matthew Chen (125)		Soumyadeep Paul (182)
P3	3:00pm - 3:20pm	Talk 3	Rafael Mistry (20)	Kucuk Nisan (74)	Peter Sankar (18)	Tu-Wei Chen (180)		Reza Taheri (180)
P4	3:20pm - 3:40pm	Talk 4	Guan Tian (37)	Panel Discussion 2	Shawn Wilson (100)	Kristen Dowling (81)		Paul Karamura (182)
	3:40pm - 4:00pm	Coffee break						
P5	4:00pm - 4:20pm	Talk 5	Michael Heide (80)	Richard Hobson (181)	Suo-Dan Zhu (188)			Alvin Vinyu (178)
P6	4:20pm - 4:40pm	Talk 6	Ryle Lachance (74)	Scott Karkov (184)				William Karamura (178)
P7	4:40pm - 5:00pm	Talk 7	Nicola Mordani Ramello (36)	Shayna Egan (47)				Thomas Karamura (182)
P8	5:00pm - 5:20pm	Talk 8		Panel Discussion 3				Tamara Datta (178)
	5:20 - 5:30 pm	Poster session						
			Poster Session 1, BA Auditorium					

Schedule is subject to change at organizers' discretion

Session ID		Day 2	Day 1					
			ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6
			Registrations and Breakfast BA Auditorium					
			Dr. Scott X Mao, University of Pittsburgh Metal Physics Lecture Adel Sedra Auditorium (BA1160)					
		AM	PM2 - Phys Met	CA2 - Computation and AI	BC1 - Electrochem and energy	AM2 - Additive and advanced manufacturing	SC1 - Sustainability and CO2	UT2 - McMaster - UTs
A1	10:10am - 10:30am	Talk 1	Wen Haining (Invited)	Corrado Tesei (112)	Federica Ricci (Invited)	Guillermo Alfaro (3)	Shihua Chen (14)	Dept. Overview - McMaster
A2	10:30am - 10:40am	Talk 2	Tu Zuo (138)	Qip Li (184)	Rubin Shuman (27)	Joseph Arneson (36)	Oliver Zhang (127)	Tamara Datta (178)
A3	10:40am - 11:00am	Talk 3	Ruiyao Wu (187)	Andrew Cross (31)	Sami Dupa (40)	Huiyao Chen (121)	Shihua Li (34)	Tamara Datta (178)
A4	11:00am - 11:20am	Talk 4	Jonathan Kung (72)	Jeffrey De Lee (179)	Mohamed Mohamed (37)	Chenchen Du (44)	Shihua Li (34)	Tamara Datta (178)
	11:20am - 11:40am	Coffee break						
A5	11:40am - 12:00pm	Talk 5	Iman Abu-Baker (3)	Hao Zhang (124)	Yan Wei Fong (12)	Nicholas Alfaro (12)		Yuhua Ma (178)
A6	12:00pm - 12:20pm	Talk 6	Wingchun Lin (87)	Ali Alotaibi (182)	Tamara Datta (178)	Lucas Delort (74)		Michael Karamura (182)
	12:20pm - 12:40pm	Talk 7	Qin Di (120)	Aylin Sultani (178)	Fahim Adil (7)	Reza Datta (178)		Lucas Delort (74)
A8	12:40pm - 1:00pm	Talk 8	Matthew Datta (Invited)			James Tianyu (182)		James Tianyu (182)
	1:00pm - 2:30pm	Lunch						
		PM	PM2 - Phys Met	CA2 - Computation and AI	3D2 - 3D Materials	AM2 - Additive and advanced manufacturing		UT2 - McMaster - UTs
P1	2:30pm - 2:40pm	Talk 1	Ben Long (Invited)	Michael Waters (145)	Scott Mason (Invited) - 202	Christopher Loh (182)		Michael Karamura (182)
P2	2:40pm - 3:00pm	Talk 2	Alireza Tazari (188)	Ali Alotaibi (182)	Liping Chen (182)	John Lee (34)		Michael Karamura (182)
P3	3:00pm - 3:20pm	Talk 3	Sebastian Seiden (184)	Ben Lachance (74)	Hanna Rappin (181)	Asma Elmi (88)		Yuhua Ma (178)
P4	3:20pm - 3:40pm	Talk 4	Leah Muehleisen (180)	David Shih (117)	Yuhua Chen (121)	Gary Li (78)		Michael Karamura (182)
	3:40pm - 4:00pm	Coffee break						
P5	4:00pm - 4:20pm	Talk 5	Viktor Karam (182)	Amir Karam (78)	Kenneth Kimmins (71)	Yuhua Li (34)		John Karam (182)
P6	4:20pm - 4:40pm	Talk 6	Hao Sun (122)	Kenneth Li (81)	Guillaume van den Berg (181)	Madhura Datta (182)		John Karam (182)
P7	4:40pm - 5:00pm	Talk 7	Sami Mahmud (30)	Michael Marzani (182)	Shihua Li (34)	Shihua Li (34)		John Karam (182)
P8	5:00pm - 5:20pm	Talk 8				James Ma (182)		John Karam (182)
	5:20 - 5:40 pm	Poster session						
			Poster Session 2, BA Auditorium					
			Banquet Dinner - Massey College 4 Devonshire Pl, Toronto, ON M5S 2E1 <i>Not included in conference registration. Additional purchase required.</i>					
	6:15 - 8:30 pm							

CONFERENCE-CONTINUED

- REGISTRATION CONFIRMATION

Registration
confirmation with
“Name” and “Total”

CMSC 2022- CANADIAN MATERIALS SCIENCE CONFERENCE

Student Registration Early Rate (Student fee) \$333.35

University of Toronto, 27 King's College Circle, Toronto, ON M5S 1A1, Canada

Eventbrite Completed

Order Information

GST/HST \$38.35

Name

John Doe

Event Information:

Thank you for registering for the 33rd Canadian Materials Science Virtual Conference.

Meeting Safely Again- Health Regulations
In response to the COVID-19 crisis, the health protocols and standards are in accordance with the public health guidelines. As the recommendations of public health authorities are constantly evolving, we invite you to visit www.cmscConf.org and see more details.

By registering, you are acknowledging that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending, you voluntarily assume all risks related to exposure to COVID-19 and agree not to hold MetSoc, CIM, or any of their directors, officers, employees, or volunteers liable for any illness.

CANCELLATION/SUBSTITUTION POLICY

- A Full refund minus the payment processing fees can be received up to May 21, 2022. There are no refunds after that date.
 - Refunds or credits will not be given for failure to attend, late arrival, etc.
 - Substitutions must be submitted in writing (email) by the original registrant.
- To make changes to your registration or personal information, email metasoc@cim.org

Do you organize events?

Start selling in minutes with Eventbrite!
www.eventbrite.ca

CONFERENCE-CONTINUED

- INVOICE

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

Metallurgy and Materials Society of CIM, 1040-3500 de Maisonneuve West, Westmount, QC H3Z3C1, Canada

Invoice To:

Invoice From:

Metallurgy and Materials Society of CIM
1040-3500 de Maisonneuve West
Westmount, QC H3Z3C1
Canada

GST/HST: CA106861644RT0003

Ticketing by

eventbrite

155 5th St, 7th Floor
San Francisco, CA 94103
USA

GST/HST Invoice

Invoice Number:

Please quote Invoice number for payment and correspondence.

Invoice Date: 20 May 2022

Event: 292449673847

Dear John Doe

Thank you for your order.

Item Description	Unit Price (net)	Quantity	Sub-Total (net)	GST/HST	Sub-Total (gross)
Student Registration Early Rate (Student fee)	\$295.00	1	\$295.00	13 %	\$333.35

Charged to: Visa - XXXX-XXXXXX 4545

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

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

Total (net): \$295.00

Plus GST/HST 13 %: \$38.35

Invoice Amount: \$333.35

Payment method and Date

Eventbrite, Inc., on behalf of the organizer, charged \$333.35 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

Eventbrite is not the seller of the goods or services that this invoice relates to and acts only as a limited commercial agent on behalf of METALLURGY AND MATERIALS SOCIETY OF CIM. Your payment of the amounts set forth on this invoice that are processed by Eventbrite pays the debt you owe to METALLURGY AND MATERIALS SOCIETY OF CIM for the amounts concerned. METALLURGY AND MATERIALS SOCIETY OF CIM is obliged to provide the goods or services purchased whether or not they have yet received the funds from Eventbrite. However, in carrying out its duties as limited commercial agent of METALLURGY AND MATERIALS SOCIETY OF CIM, Eventbrite assumes no liability for any acts or omissions or otherwise in respect of METALLURGY AND MATERIALS SOCIETY OF CIM.

Breakdown total(Tax, meals and etc.)

CONFERENCE-CONTINUED

- MONTHLY CREDIT CARD STATEMENT

- NAME
- LAST FOUR DIGITS
- TRANSACTION DATE, AMOUNT



CIBC Account Statement

MR JOHN DOE

For May 1, 2022-May 31,2022

Account number
XXXX XXXX XXXX 4545

The names shown are based on our current records, as of February 17, 2021. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account summary

Opening balance on May 1, 2022		\$35.00
Withdrawals	-	366.65
Deposits	+	6,335.00
Closing balance on May 31, 2022	=	\$6,003.35

Contact information

1 800 465 CIBC (2422)

Contact us by phone for questions on this update, change of personal information, and general inquiries, 24 hours a day, 7 days a week. TTY hearing impaired 1 800 465 7401

Outside Canada and the U.S. 1 902 420 CIBC (2422)

www.cibc.com

Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
May 1	Opening balance			\$35.00
May 20	CREDIT MEMO		5,985.00	6,020.00
	• ATM DEPOSIT KINGSWAY • MCKERCHER 100V		350.00	6,370.00
	RETAIL PURCHASE 365001001084 T T SUPERMARKET	333.35		6,036.70
	EVENTBRITE/CMSC2022	333.35		6003.35

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)

Amsterdam

Apr 10, 2016 - Apr 19, 2016 | RESERVATION # 127251149778

Cardiff (CWL) → Amsterdam (AMS)

Apr 10, 2016 - Apr 19, 2016, 1 round trip ticket

RESERVED

This flight has been reserved.

Traveler Information

SURNAME/NAME

No frequent flyer details provided

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Apr 10, 2016 - Departure Nonstop

Total travel time: 1 h 20 m

Cardiff Amsterdam 1 h 20 m 353 mi

CWL 5:15pm AMS 7:35pm

KLM 1064 Operated by /KLM CITYHOPPER

Economy / Coach (G) | Confirm seats with the airline *

Apr 19, 2016 - Return Nonstop

Total travel time: 1 h 20 m

Amsterdam Cardiff 1 h 20 m 353 mi

AMS 9:10pm CWL 9:30pm

KLM 1069 Operated by /KLM CITYHOPPER

Economy / Coach (V) | Confirm seats with the airline *

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable, nontransferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations.

Price Summary

Traveler 1: Adult \$154.90

Flight \$80.00

Taxes & Fees \$74.90

Booking Fee \$0.00

Total: \$154.90

All prices quoted in US dollars.

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.

BOARDING PASS

ECONOMY

NAME OF PASSENGER SURNAME / NAME

FLIGHT SU 6329

DATE 10 April

SEAT 24A

From Cardiff

To Amsterdam

GATE B05

BOARDING TIME 16 : 30

NAME OF PASSENGER SURNAME / NAME

From Cardiff

To Amsterdam

FLIGHT SU 6329

DATE 17 SEP

SEAT 24A

GATE B05

BOARDING TIME 16 : 30

Air Company

BOARDING PASS

ECONOMY

NAME OF PASSENGER SURNAME / NAME

FLIGHT SU 6329

DATE 19 April

SEAT 24A

From Amsterdam

To Cardiff

GATE B05

BOARDING TIME 20 : 30

NAME OF PASSENGER SURNAME / NAME

From Amsterdam

To Cardiff

FLIGHT SU 6329

DATE 17 SEP

SEAT 24A

GATE B05

BOARDING TIME 20 : 30

Air Company

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.

AIR TRAVEL EMISSIONS MITIGATION INITIATIVE(ATEMI)

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.

SOURCE: [HTTPS://FINANCE.UTORONTO.CA/AIR-TRAVEL-EMISSIONS-MITIGATION-INITIATIVE-ATEMI-IMPACT-ON-FINANCIAL-ADMINISTRATION/](https://finance.utoronto.ca/air-travel-emissions-mitigation-initiative-atemi-impact-on-financial-administration/)



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EXPENSE REIMBURSEMENT FOR ATEMI

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

ECONOMY class airfare	\$0.0055/km
ABOVE-ECONOMY class airfare	\$0.011/km

USE THIS WEBSITE TO CALCULATE THE DISTANCE:

[HTTPS://WWW.AIRMILESCALCULATOR.COM/](https://www.airmilescalculator.com/)

EXPENSE REIMBURSEMENT FOR ATEMI-C

EXAMPLE:

CLAIMING ROUND TRIP FROM TORONTO TO NEW YORK

USE AIRMILES CALCULATOR: [HTTPS://WWW.AIRMILESCALCULATOR.COM/](https://www.airmilescalculator.com/)

Attached this page to your backup information and fill in forms.

The screenshot shows the 'Air Miles Calculator' website. The 'Calculate Flight Distance' section has three columns: 'Search Airport', 'Search Airport', and 'Search Airline'. The 'Origin' field is set to 'Toronto Pearson International Airport'. The 'Stopover' field is set to 'New York John F. Kennedy International Airport'. The 'Destination' field is set to 'Toronto Pearson International Airport'. The 'Calculate Distance' button is visible at the bottom left.

In this example, it is showing the **round trip** and **direct flight** of YYZ to JFK.

The screenshot shows the 'Air Miles Calculator' website with the results for a round trip from Toronto to New York. The 'Calculate Distance' section shows the following results:

Distance	Miles	Kilometers	Nautical miles
Toronto to New York distance (YYZ-JFK)	366	589	318
New York to Toronto distance (JFK-YYZ)	366	589	318
In Total	733	1179	637

The '1179' value for the total distance in kilometers is circled in red.



EXPENSE REIMBURSEMENT FOR ATEMI-CONTINUED

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

EXPENSE CATEGORIES			# of KM (round trip)	AMOUNT
AIRFARE: Attach proof of payment & proof of air travel (*)	ECONOMY	Travel within Canada	1179	\$1,000
		Travel to USA from Ontario		
		All other Airfare		
	ABOVE-ECONOMY	Travel within Canada		
		Travel to USA from Ontario		
		All other Airfare		

AIR MILES CALCULATOR

Home > North America > Toronto Pearson International Airport (YYZ), Toronto > Toronto-New York-Toronto distance (YYZ-JFK-YYZ)

Toronto (YYZ) – New York (JFK) – Toronto (YYZ)

The flight distance Toronto Pearson International Airport - New York John F. Kennedy International Airport - Toronto Pearson International Airport is 733 miles / 1179 kilometers / 637 nautical miles.

SAVE UP TO 70% ON CAR RENTAL

4.5 RATING 24/7 SUPPORT FREE CANCELLATION

DISCOVER CARS

Discovercars.com

Book Now

Calculate Distance

Search by airport name, city or IATA airport code.

Origin

Toronto Pearson International Airport

Stopover

New York John F. Kennedy International Airport

Destination

Toronto Pearson International Airport

Calculate Distance + -

Toronto to New York distance (YYZ-JFK)

366 Miles

589 Kilometers

318 Nautical miles

New York to Toronto distance (JFK-YYZ)

366 Miles

589 Kilometers

318 Nautical miles


In Total

733 Miles

1179 Kilometers

637 Nautical miles

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



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25

ERDD

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

AIR MILES CALCULATOR

Home > North America > Toronto Pearson International Airport (YYZ), Toronto > Toronto-New York-Toronto distance (YYZ-JFK-YYZ)

Toronto (YYZ) – New York (JFK) – Toronto (YYZ)

The flight distance Toronto Pearson International Airport - New York John F. Kennedy International Airport - Toronto Pearson International Airport is 733 miles / 1179 kilometers / 637 nautical miles.

Save up to 70% on Car Rental

A Smart Choice At The Best Price – Free Cancellation Up To 48h Before Pick-up

Discovercars.com [Book Now](#)

Toronto to New York distance (YYZ-JFK)

366 Miles	589 Kilometers	318 Nautical miles
-----------	----------------	--------------------

New York to Toronto distance (JFK-YYZ)

366 Miles	589 Kilometers	318 Nautical miles
-----------	----------------	--------------------

In Total

733 Miles	1179 Kilometers	637 Nautical miles
-----------	-----------------	--------------------

Calculate Distance

Search by airport name, city or IATA airport code.

Origin: Toronto Pearson International Airport

Stopover: New York John F. Kennedy International Airport

Destination: Toronto Pearson International Airport

[Calculate Distance](#) [+](#) [-](#)

Copy accounting information down to unfilled lines

Citm	Assignment	Flight Class	Total Miles flown
TRAV-EMPL		Economy	1179

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



Your priceline itinerary for New York, NY - Saturday, September 17, 2022 (Itinerary# 103-757-663-97)

Priceline <info@travel.priceline.com>
Reply-To: info@travel.priceline.com

Fri, Aug 26, 2022 at 10:06 PM

YOU'VE EARNED **vip** MEMBER SAVINGS!

priceline

Hotels Cars Flights Packages Cruises

Congrats, your trip on Saturday, September 17, 2022 is confirmed!

Priceline Trip Number: 103-757-663-97
To view your full itinerary, [click here](#).

Hyatt Place New York Midtown South

2 Night(s), 1 Room(s)



[See Hotel Details](#)



[Map/Directions](#)

Location

CHECK-IN: Saturday, September 17, 2022 (03:00 PM)

CHECK-OUT: Monday, September 19, 2022 (12:00 PM)

HOTEL ADDRESS: 52 West 36th Street
New York NY 10018
United States

Check in
and out
dates

HOTEL PHONE
NUMBER: 212-239-9100

NUMBER OF
ROOMS: 1 Room(s)

RESERVATION
NAME: Room 1: Yun
For 2 Adult(s)

Reservation
name & for how
many guests

CONFIRMATION
NUMBER: Room 1: 3284618707 (Pincode: 5836)

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.

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

ACCOMMODATION-CONTINUED(EXAMPLE)

HOTEL RECEIPTS



03-11-21

Applo Ave	Folio No	715126	Room No	0332
PO Box 23233	A/R Number		Arrival	03-07-21
Atlanta, GA, 232343	Group Code		Departure	03-11-21
USA	Company		Conf No	00000025
	Membership No	PC 955347132	Rate Code	8qMp1
	Invoice No		Page No	1 of 1

Check in and out dates

Date	Description	Charges	Credits
03-07-21	Room Accommodations	123.89	
03-07-21	Local Tax-4.8%	5.95	
03-07-21	Sales Tax-7.8%	9.66	
03-08-21	Room Accommodations	123.89	
03-08-21	Local Tax-4.8%	5.95	
03-08-21	Sales Tax-7.8%	9.66	
03-09-21	Room Accommodations	123.89	
03-09-21	Local Tax-4.8%	5.95	
03-09-21	Sales Tax-7.8%	9.66	
03-10-21	Room Accommodations	123.89	
03-10-21	Local Tax-4.8%	5.95	
03-10-21	Sales Tax-7.8%	9.66	
03-11-21	VISA XXXXXXXXXXXXXXX9999		558.00

Break down for charges

Thank you for staying with us. Qualifying points for this stay will automatically be credited to your account. To make additional reservations online, update your account information or view your statement please visit www.priorityclub.com. We look forward to welcome you back soon

Total	\$ 558.00	\$ 558.00
Balance	\$ 0.00	

Total charges



Guest Signature : _____
I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

ACCOMMODATION-CONTINUED(EXAMPLE AIRBNB)

RECEIPT

RESERVATION CONFIRMATION

The screenshot displays an Airbnb receipt and reservation confirmation for a stay in Montreal. The receipt is titled "Your receipt from Airbnb" and includes the receipt ID "RCE24R1UZZ" dated December 1, 2022. The reservation details show a stay in Montreal for 5 nights, from Sunday, December 18, 2022, to Friday, December 23, 2022. The accommodation is an "Entire home/apt" with 2 beds and 1 guest, hosted by Shirin. The confirmation code is H1H9D8C4D. The receipt also includes a cancellation policy, a link to the listing, and a link to the host's profile. The reservation details section shows the check-in time as 4:00 p.m. on Sunday, December 18, and the checkout time as 11:00 a.m. on Friday, December 23. The location is 1436 Rue Mackay, Montreal, QC H3G 2H8, Canada. The receipt also includes a section for "Where you're staying" with house rules: 4 guests maximum, no pets, and self check-in with Smart lock. The receipt is processed by Airbnb Payments UK Ltd, and the payment is confirmed by Airbnb Payments UK Ltd. The receipt also includes a section for "Where you're staying" with house rules: 4 guests maximum, no pets, and self check-in with Smart lock. The receipt is processed by Airbnb Payments UK Ltd, and the payment is confirmed by Airbnb Payments UK Ltd.

Getting there

Address
1436 Rue Mackay, Montréal, QC H3G 2H8, Canada

Copy address

Get directions

Checking in & out

Check-in method
Smart lock

Where you're staying

House rules
4 guests maximum
No pets
Self check-in with Smart lock
[Show more](#)

[Show listing](#)

Hosted by Shirin

[Show more](#)

[Call host](#)

Check-in
Sun., Dec. 18
4:00 p.m.

Checkout
Fri., Dec. 23
11:00 a.m.

Getting there
Address: 1436 Rue Mackay

Occupancy taxes
Occupancy taxes include Tourism Tax (Can - Quebec Hotel).

Airbnb Payments UK Ltd
Airbnb Payments is a limited payment collection agent of your Host's. Knowers that upon your payment of the Total Price to Airbnb Payments, your payment obligation to your Host is satisfied. Refund requests will be processed in accordance with the Host's cancellation policy (available on the Listing), or the Refunding and Refund Policy Terms, available at www.airbnb.ca/terms.

Payment processed by:
Airbnb Payments UK Ltd
40 Conington St.
London
EC1Y 6AP
United Kingdom

Airbnb Ireland Ltd
The Victoria Building
Sixth Floor, 100, Queen's Quay
Dublin 4
Ireland
VAT Number: IE 652084
www.airbnb.ie

airbnb

ACCOMMODATION-CONTINUED(EXAMPLE AIRBNB)

PROOF OF STAY: MESSAGE HOST FOR CONFIRMATION

The screenshot shows a message thread on a light gray background. On the left, a teal circle labeled "Host" is next to a white message bubble. On the right, a teal circle labeled "You" is next to a white message bubble. The "You" bubble is at the top and contains a request for confirmation of a stay. The "Host" bubble is below it and contains a confirmation of the stay.

You

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.

Host

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.**

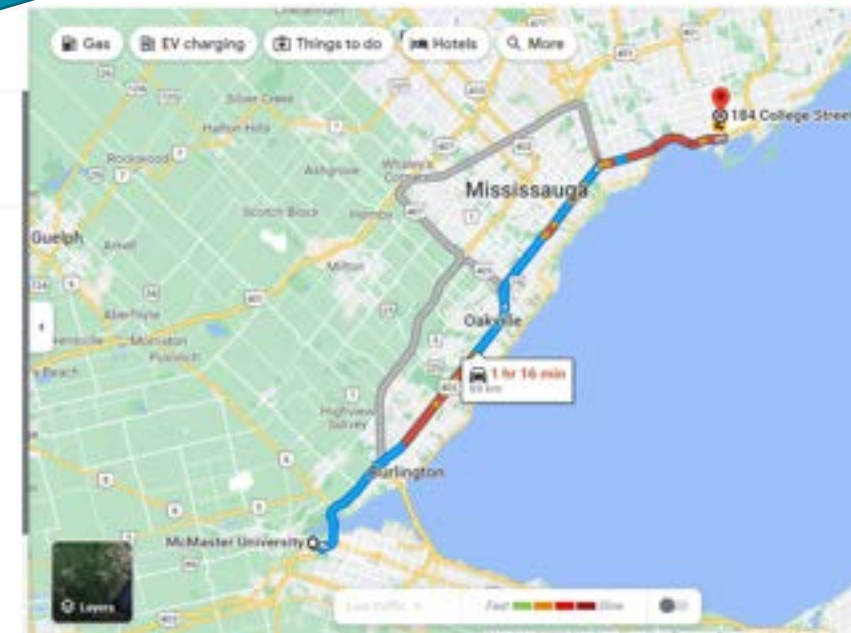
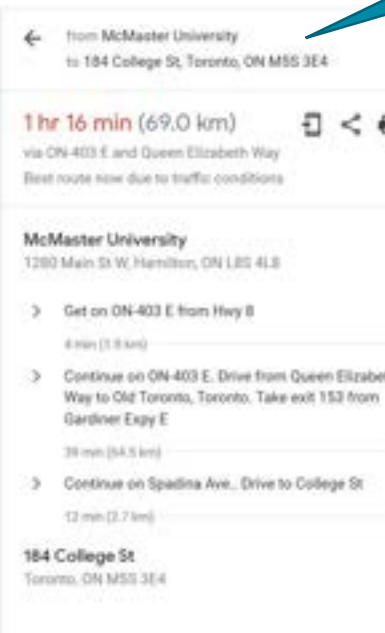
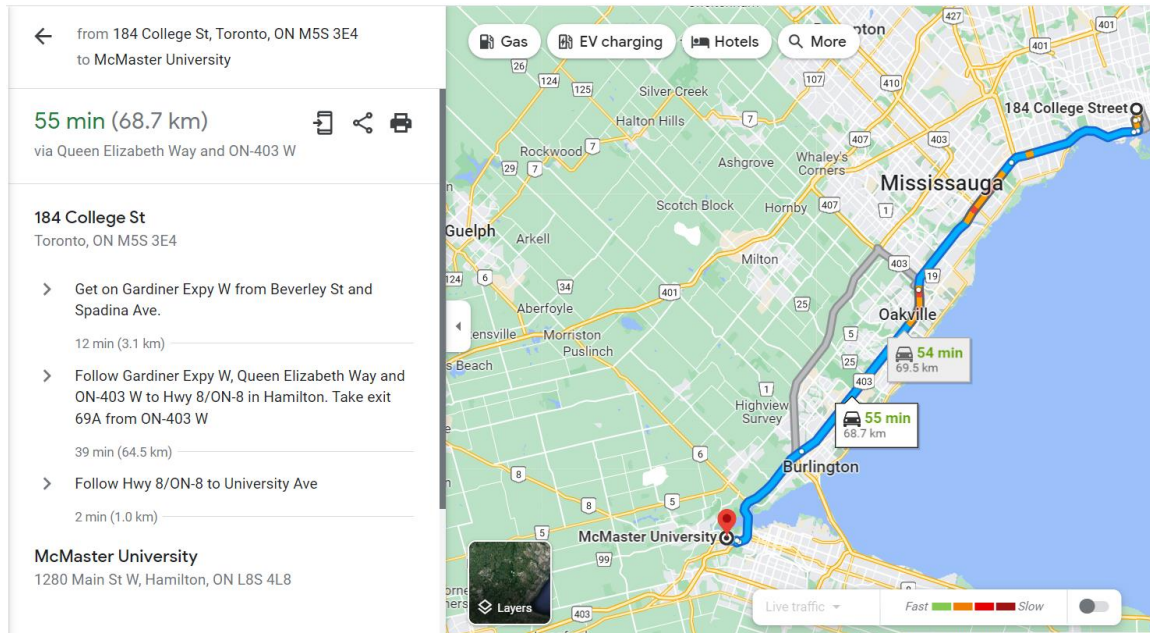
***NOTE: FOR PERSONAL CAR USE, YOU ARE NOT ELIGIBLE FOR GAS REIMBURSEMENT.**

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)


Uber details:
showing the route,
totals(with tips) and
payment method

Taxi Receipt Example

TAXI RECEIPT	
(408) 12-1212	
Date _____	Time _____
Pickup address _____	
Destination address _____	
Driver _____	Fare _____
Cab _____	Tip _____
Notes _____	Total _____
THANK YOU	

←

Trip Details



2023-03-09, 6:08 PM

60 Valleybrook Dr, North York, ON M3B 2S9, CA

5545 Yonge St, North York, ON M2N 5S3, CA

\$19.23
[Add a tip](#)

[Receipt](#)


Your trip with Mohammad

After your trip, driver can't see your pickup or dropoff address details
[View what your driver sees](#)

←

Receipt

receipt for your ride, Yun Tiffany



Total	CA\$19.23
<hr/>	
Trip fare	CA\$13.84
<hr/>	
Subtotal	CA\$13.84
Booking Fee	CA\$2.75
Toronto Fee Recovery Surcharges	CA\$0.33
Toronto Accessibility Fee Recovery Surcharges	CA\$0.10
HST	CA\$2.21
<hr/>	
Payments	
Apple Pay Mastercard ****7560	CA\$19.23
<hr/>	

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

BALANCE ON CASEY FETRAIN
31242154317624000

\$22.42

Set up Autoload
Fare Type: Adult
Last Updated on: March 13, 2018

Card Activity

My PRESTO Card Activity [Print](#)

Please see below to view your PRESTO card balance and the last five transactions in your activity period. You can change the time period and transit agency in the dropdown menu to view all available reports.

ALL All 3 Months [Search](#)

Date	Transit Agency	Location	Type	Discount	Amount	Balance
3/25/2018 8:00:00 AM	Go Transit	Pickering Station GO Rail	Fare Payment	\$0.93	\$7.42	\$1.32
3/26/2018 8:21:00 AM	Go Transit	Pickering Station GO Rail	Fare Payment	\$0.93	\$7.42	\$8.74
3/27/2018 7:48:00 AM	Go Transit	Pickering Station GO Rail	Fare Payment	\$0.93	\$7.42	\$16.16
3/27/2018 7:48:00 AM	Go Transit	Pickering Station GO Rail	Load Amount	\$0.00	\$24.75	\$23.58
3/25/2018 8:01:00 AM	Go Transit	Pickering Station GO Rail	Fare Payment	\$0.93	\$7.42	\$1.17
3/23/2018 4:35:29 PM	Toronto Transit Commission	Spadina Ave At College St	Fare Payment	\$0.00	\$2.00	\$6.25

MEAL

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

	In Canada	US or Intn'l
Breakfast	\$ 15 CAD	\$20 CAD
Lunch	\$ 20 CAD	\$25 CAD
Dinner	\$ 45 CAD	\$55 CAD
Total Amount	\$80 CAD	\$100 CAD

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)

	Dates 1	Dates 2	Dates 3
Breakfast			
Lunch			
Dinner			
Total Amount			

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)

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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>

Fr 2/10/2023 9:46 PM

To:



[Your Orders](#) | [Your Account](#) | [Amazon.ca](#)

Order Confirmation

Order #701-9007355-5955465

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



UNIVERSITY OF
TORONTO

ORDER DETAILS-1

- DOWNLOAD FROM AMAZON ACCOUNT


ORDER PLACED
February 10, 2023

TOTAL
\$358.25

SHIP TO
Yun [REDACTED]

ORDER # 101-007355-5955465
[View order details](#) [Invoice](#)

Delivered 12 February
Package was left near the front door or porch




Power Bars with Surge Protector - 9 Widely Spaced Multi Outlets, Wall Mount, 3 Side Outlet Extender with 5Ft Extension Cord, Flat Plug for Home Office
Return items: Eligible through March 14, 2023

[Buy it again](#) [View your item](#)

[Track package](#)
[Return items](#)
[Share gift receipt](#)
[Get help](#)
[Leave seller feedback](#)
[Write a product review](#)

Delivered 11 February
Package was left near the front door or porch



INSTY 4 Pack Shoe Storage Boxes, Clear Plastic Shoe Boxes Stackable, Shoe Organizer for Closet and Shoe Containers for Sneaker Display (13.4"x 9.84"x 7.1")
Return items: Eligible through March 16, 2023

[Buy it again](#) [View your item](#)

[Track package](#)
[Return items](#)
[Share gift receipt](#)
[Get help](#)
[Leave seller feedback](#)
[Write a product review](#)

ORDER DETAILS-2

- THIS IS CONSIDER PACKING SLIP AS AMAZON DOES NOT USUALLY PROVIDE THEM.
- SIGN, DATE AND NOTE “GOODS RECEIVED IN GOOD ORDER”

Order Details

Ordered on February 10, 2023 Order# 701-9007355-5955465


Amazon.com.ca, Inc.
GST/HST - 85730 5932 RT0001
QST - 1201187016 TQ0001
[Invoice](#)

Shipping Address	Payment Methods	Order Summary
Yun [REDACTED] [REDACTED] [REDACTED] Canada	VISA ending in 0229	Item(s) Subtotal: \$318.93 Shipping & Handling: \$17.60 FREE Shipping: -\$17.60 Promotion Applied: -\$1.90 Total before tax: \$317.03 Estimated GST/HST: \$41.22 Estimated PST/RST/QST: \$0.00 Grand Total: \$358.25

▼ Transactions

3 Shipments

Delivered Feb. 11, 2023
Package was left near the front door or porch




INSTY 4 Pack Shoe Storage Boxes, Clear Plastic Shoe Boxes, Shoe Organizer for Closet and Shoe Container for Sneaker Display (13.4"x 9.84"x 7.1")
Manufacturer: INSTY
Sold by: Alibatte
Return eligible through Mar. 16, 2023
~~\$49.99~~
Condition: New
[Buy it again](#)

Received in good order on 2/11/2023

Tiffany Luang

[Track package](#)
[Return items](#)
[Share gift receipt](#)
[Leave seller feedback](#)
[Write a product review](#)
[Archive order](#)

Delivered Feb. 12, 2023
Package was left near the front door or porch



Power Bars with Surge Protector - 9 Widely Spaced Multi Outlets, Wall Mount, 3 Side Outlet Extender with 5ft Extension Cord, Flat Plug for Home Office
Manufacturer: MIFASOPOWER
Sold by: ZQCA
Return eligible through Mar. 14, 2023
~~\$18.99~~
Condition: New
[Buy it again](#)


[Track package](#)
[Return items](#)
[Share gift receipt](#)
[Leave seller feedback](#)
[Write a product review](#)
[Archive order](#)

INVOICE-1

- DOWNLOAD FROM AMAZON ACCOUNT

ORDER PLACED February 10, 2023 TOTAL \$358.25 SHIP TO Yun [redacted] ORDER # 701-900 [redacted] View order details Invoice


Delivered 12 February
Package was left near the front door or porch

 Power Bars with Surge Protector - 9 Widely Spaced Multi Outlets, Wall Mount, 3 Side Outlet Extender with 5Ft Extension Cord, Flat Plug for Home Office
Return items: Eligible through March 14, 2023

[Buy it again](#) [View your item](#)

[Track package](#)
[Return items](#)
[Share gift receipt](#)
[Get help](#)
[Leave seller feedback](#)
[Write a product review](#)

Delivered 11 February
Package was left near the front door or porch

 INSTY 4 Pack Shoe Storage Boxes, Clear Plastic Shoe Boxes Stackable, Shoe Organizer for Closet and Shoe Containers for Sneaker Display (13.4"x 9.84"x 7.1")
Return items: Eligible through March 16, 2023

[Buy it again](#) [View your item](#)

[Track package](#)
[Return items](#)
[Share gift receipt](#)
[Get help](#)
[Leave seller feedback](#)
[Write a product review](#)



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INVOICE-2

- DATE
- ITEMS
- TOTAL AMOUNT
- TAX AMOUNT

Invoice / Facture

Paid / Payé

Sold by / Vendu par: zhaogongzi

Tax Registrations / Pas de # d'enregistrement des taxes

Invoice date / Date de facturation: 10 February 2023

Invoice # / # de facture: CA37BV2DAW1

Total payable / Total à payer: \$225.96

QST/HST remitted by / TPS/TVH versées par: AMAZON.COM.CA, INC

QST/HST # / # de TPS/TVH: 85732 6932 RT0001

For questions about your order, visit www.amazon.ca/contact-us / Pour toute question concernant votre commande, visitez le site www.amazon.ca/contact-us

Billing address / Adresse de facturation

Delivery address / Adresse de livraison

Sold by / Vendu par

Order information / Information sur la commande

Order date / Date de commande: 10 February 2023

Order # / Commande #: 701-9007355-5355485

Shipment date / Date d'expédition: 10 February 2023

Shipment # / # d'expédition: 200183410224331

Invoice details / Détails de la facture

Description	Quantity / Quantité	Unit price / Prix à la pièce	Discount / Remise	Federal tax / Taxe fédérale	Provincial tax / Taxe provinciale	Item subtotal / Sous-total de l'article
INDTY 4 Pack Shoe Storage Boxes, Clear Plastic Shoe Boxes Stackable, Shoe Organizer for Closet and Shoe Containers for Sneaker Display (13.4" x 9.84" x 7.1") ASIN: B08BNC75DQ	4	\$49.99	\$0.00	\$6.80	\$0.00	\$225.96
Shipping charges / Frais d'expédition		\$10.06	-\$10.06	\$0.00	\$0.00	\$0.00
Invoice subtotal / Total partiel de la facture						\$225.96

Invoice / Facture

Invoice # / # de facture CA37BV2DAW1

Item	Discount	Federal tax /	Provincial tax / Taxe	Tax	
subtotal /	/ Remise	Taxe fédérale	provinciale	subtotal /	
Sous-total		[QST/HST/TPS/TVH]	[PST/RST/QST/TVR/VD/TVQ]	Sous-total	
de				de la taxe	
l'article					
(incl. tax)					
Total	\$210.02	-\$10.06	\$26.00	\$0.00	\$225.96

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

Name, Last four digits, posted transactions

NAME

CARD NUMBER(LAST 4 DIGITS)

POSTED TRANSACTIONS

CIBC

transactions

CIBC Aventura® Visa™ Card

Your account at a glance

Summary	Credit [†]	Cash [‡]
Limit	\$20,000.00	\$20,000.00
Available	\$18,436.81	\$18,436.00

Interest rates

	Annual
Regular purchases	20.99%
Cash advances	22.99%

MISS YUN [REDACTED]

Account number
AM@ XXXX XXXX 0229

Statement date
February 25, 2023

February statement period
January 26 to February 25, 2023

Contact Us
Customer Service 1 800 465-4655
Lost/Stolen 1 800 863-4575
TTY 1 877 337-3338
Online www.cibc.com

Visit CIBCRewards.com or call CIBC Rewards Centre at 1 888 252-5656 to book your travel.

Information about your CIBC Aventura Visa Card account

If you find an error or irregularity (including possible unauthorized or fraudulent transactions) in the Statement you must tell us within 30 days of the Statement Date. If you do not, we may regard this statement as final (except for credits pending to arrive).

HOW WE CHARGE INTEREST: If interest is charged on a Purchase, it is charged retroactively from the Transaction date. You have a maximum 2% interest-free grace period for new Purchases. You can avoid interest on these new Purchases by paying your new balance in full by the payment due date.

Interest is charged on Cash Advances from the date they are taken. Interest is charged on Convenience Cheques and Balance Transfers from the date they are posted to your credit card account. We stop charging interest on the day we receive a payment which covers the amount of the Purchase, Cash Advance, Balance Transfer or Convenience Cheque, as the case may be, as described in the Application of Payments section of your CIBC Cardholder Agreement.

If you choose to convert an eligible Purchase into an Installment Plan, interest will be charged on that Installment Plan at the interest rate you agreed to at the point of conversion and in the manner set out in the Installment Plan Terms and Conditions.

Payment (period) minimum(s) if you didn't pay the Amount Due on your last monthly statement, we have extended your payment due date this month to give you extra time to make your payment. Interest

Your new charges and credits

Trans. Post Description Spent Categories Amount\$
Date Date

Card number 4502 XXXX XXXX 0229

Feb 11	Feb 13	AMZN Mktg CA*CG6602E3 WWW AMAZON CA CN	Personal and Household Expenses	225.96
Feb 12	Feb 13	AMZN Mktg CA*W8W8N0R1E3 WWW AMAZON CA CN	Personal and Household Expenses	112.98
Feb 12	Feb 13	AMZN Mktg CA*HETE4HSO WWW AMAZON CA CN	Personal and Household Expenses	19.31
Total for 4502 XXXX XXXX 0229				

** Denotes transaction in foreign currency

Please turn over - Transactions begin on page 2

CIBC Aventura Visa Card

Payment options:

- Online Banking: www.cibc.com
- Telephone Banking: 1 800 863-4575
- CIBC Bank machines and most financial institutions
- Mail Return completed slip with your cheque or money order payable to CIBC

For general inquiries call 1 800 465-4655

Do not sign or attach correspondence

#322370

P.O. BOX 4505 STN A TORONTO ON M5W 4X9

Page 2 of 3

Minimum Payment is the minimum amount you must pay each month and includes your monthly installment payments (if applicable)

These cash back items part of your credit limit. It is not added to your available credit limit.

For more information, please refer to the CIBC Cardholder Agreement.

* Statement of CIBC.
† Required Minimum of CIBC.



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REFERENCE ACCOUNTS

Description	Account
Books & Publications - Materials, newspapers, etc.	825600
Computer Software License & Maintenance	825201
Computer Supplies	825820
Conference Fee	837800
Courier Charges	835070
Hospitality	836400
Lab Supplies	825500
Lab Instrument	825520
Printing/Photocopy/Poster	837200
Profession Membership/Association	837420

REFERENCE HST TAX CODES

Description	Tax Code
HST Exempt (Travel Outside of Canada)	E0
HST charged; Reimburse employee expenses incurred in Ontario	ER
HST included; Per Diem Allowance/Mileage	EA
GST charged: Self Assess Ontario PVAT: GST rebate 67% PVAT Rebate 78%	EC
GST charged; Reimburse employee expenses incurred in GST provinces	EE
HST charged: Reimburse employee expenses incurred in Prince Edward Island, Nova Scotia, New Brunswick, and Newfoundland & Labrador	EN
HST applies; Self Assess GST & PVAT; GST Rebate 67% PVAT Rebate 78%(Downloaded software purchased from outside Canada. Research services performed outside Canada.)	ES

QUESTIONS

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

[HTTPS://FINANCE.UTORONTO.CA/POLICIES/GTFM/TRAVEL-AND-OTHER-REIMBURSABLE-EXPENSES/TRAVEL-AND-OTHER-REIMBURSABLE-EXPENSES-POLICIES-AND-GUIDELINES/](https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/)

OR

CONTACT MSE.FINANCE@UTORONTO.CA.

