

Expense Reimbursement Checklist (Template)

Overriding Guidelines/Principles:

- For **PI and Researchers**, if you have access to **ERDD** <https://finance.utoronto.ca/the-new-erdd-web-application-documentation-support/>, please submit your claim through ERDD. For **students and visitors**, please use the latest Expense Reimbursement form on <https://mse.utoronto.ca/faculty-staff/forms/>.
- It is **both the claimant's and approver's responsibility** to ensure that the expenses have been incurred for **legitimate university business purposes**, as well as **reasonable and appropriate** for the business activity undertaken.
- The **individual** who **personally incurred the out-of-pocket expense** will be reimbursed.
- The claim meets the **terms and conditions** imposed by the **funding source** from which they are paid; **Uoft policy, divisional/departmental policy** or **granting agency guidelines, whichever imposes the greater restrictions**.
- Supported by **original, itemized receipts** from suppliers (**Exception: kilometrage or allowance per diem claims**). **Ensure receipts in foreign languages are translated, with any necessary clarifications**.
- Additional Support:** If proof of payment is not indicated on the original receipt, a copy of credit card statement may be required (e.g., Airfare, Conference Registration fees).
Note: Items not relevant to the claim can be blacked out for privacy.
- Each claim should be sent in **one PDF file** along with the backup information and requires supervisor's approval and accounting information. (ERDD form or Excel form to PDF plus backup document)
Note: Document scanned in the PDF file should follow the order as below **alphabetical** category
- Please name your claim as "**FY-Exp Reimb-Initial.Last name-Fund-CF Ctr-Claim #-Name of Claim**". (I.E. FY-Exp Reimb-T.Hwang-456456-123456-Claim 2023128783-CMSC 2022 (through ERDD) or FY-Exp Reimb-T.Hwang-456456-123456-CMSC 2022 (through Expense reimbursement form)
- Any claim that has missing backup information will be returned** and required to **add the additional backup to the original claim and send the complete package**.
- If you are located in Canada, even if you are charged in USD or other currencies, you will be reimbursed in CAD. (The exchange rate can be from your credit card statement or the currency table from ERDD. If either of the choices are available for you, please contact mse.finance@utoronto.ca.)

A CONFERENCE REGISTRATION	B BUSINESS TRIPS/ FIELD TRIPS
ORIGINAL RECEIPT REQUIREMENTS/SUPPORTING DOCUMENTS	ORIGINAL RECEIPT REQUIREMENTS/SUPPORTING DOCUMENTS
<p>Proof of conference registration fees: Call for Papers (indicating location, dates and detailed information) Conference registration form (indicating the amount, taxes, and detailed breakdown if included banquet or accommodation) Conference agenda Original proof of payment (i.e. credit card voucher or statement of account, customer copy of a money order or bank draft) Official Monthly Credit card statement (indicating name, last four digits, transactions) For online registration – print out of confirmation of registration after payment Attendance certificate if provided</p>	<p>Purpose of travel (email exchanged with the supervisor or organizer) Provide the agenda (i.e. email corresponding with the host for the dates and location) Proof of visit (email exchanged with the host)</p>
C AIRFARE	D ACCOMMODATIONS
ORIGINAL RECEIPT REQUIREMENTS/SUPPORTING DOCUMENTS	ORIGINAL RECEIPT REQUIREMENTS/SUPPORTING DOCUMENTS
<p>Proof of Payment Itinerary/receipt or ticket confirmation from the airline. (original receipt must indicate method of payment and amount paid by the traveller) Official Monthly Credit card statement (indicating name, last four digits, transactions) *Note: Charges must be posted and not pending transactions</p> <p>Proof of Air Travel (at least ONE of the following): Boarding passes (paper or print-out of e-boarding pass) {Required} Hotel bill at the travel destination Taxi/transit receipts to/from the destination airport/train station Meal receipts from the travel destination Certificate of Conference attendance</p> <p>Air Travel Emissions Mitigation Initiative Use https://www.airmilescalculator.com/ to calculate the KM for your air travel PDF the total kilometers from the website and add to your backup document. Input in the Economy class KM for your trips in the reimbursement form</p> <p>Business Travel combined with Personal Travel An airfare quote for the "business portion only", taken at the same time as the actual airline booking, should be provided to the approver and approved prior to booking.</p> <p>Flight Cancellation Insurance(Not the rebooking/changing insurance) Relevant original receipt Official Monthly Credit card statement (indicating name, last four digits, transactions)</p>	<p>OPTION 1: Hotel booking Proof of Payment: If booked through a third party booking site (e.g., Expedia), then the order confirmation from the third party booking site is required. (showing location, travel dates, type of room, and detailed totals) *Note: If meals are included, you must provide a detailed charges receipt that shows the breakdown. Official Monthly Credit card statement (indicating name, last four digits, transactions) Proof of stay: Detailed statement of guest charges from the host establishment.</p> <p>OPTION 2: AirBnB Rental – Receipt Requirements Proof of payment (must indicate the following): • Check In and Out dates • Details and location of host establishment • Total charges including taxes (i.e. Credit card used)</p> <p>Proof of stay: email/message confirmation from the AirBnB host establishment substantiating that the claimant did stay at their establishment during the indicated period and for how many guests. Official Monthly Credit card statement (indicating name, last four digits, transactions)</p>

C AIRFARE	D ACCOMMODATIONS																																			
POLICY <ul style="list-style-type: none"> The standard class of service is the least expensive economy class fare. All other business class and premium economy travel may be permitted (e.g., flights in excess of 6 hours, or for medical reasons), if pre-authorized by the principal, dean, director or senior executive to whom the traveller reports. The claimant is responsible for providing the necessary proof of air travel. When personal travel is combined with business travel, the employee will be reimbursed for only the business portion of the trip at the lowest available fare. It is strongly recommended that it is brought to the attention of the approver prior to booking the travel Flight cancellation insurance purchased for low cost discounted air tickets is an allowable expense. 	POLICY <ul style="list-style-type: none"> The standard is a single room with a private bath in a business class hotel. Partner Travel Accomodations If a partner accompanies the traveller, the amount to be claimed by the traveller should only be the most economical room rate for a single occupant — any excess room charges to accommodate the partner are not allowable. 																																			
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<p>Proof of 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)</p> <p>Proof of Personal Car Use: Mileage Per Diem Rate: 57 cents per KM Googlemaps or equivalent (Starting point and ending point should be University of Toronto)</p> <p>Proof of Taxi/Uber: Relevant original receipt Uber trip details with total amount Official Monthly Credit card statement (indicating name, last four digits, transactions)</p>	<p>Fill out the claim amount in this form for each meal.</p> <table border="1"> <thead> <tr> <th></th> <th>Dates 1</th> <th>Dates 2</th> <th>Dates 3</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lunch</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dinner</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Amount</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>OPTION 1: Meal Per Diem (No receipt required but require supervisor approval) The rate as below:</p> <table border="1"> <thead> <tr> <th>Per Diem Rates:</th> <th>In Canada</th> <th>US of Intn'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 Daily Allowance</td> <td>\$80 CAD</td> <td>\$ 100 CAD</td> </tr> </tbody> </table> <p>OPTION 2: Original restaurant receipts of actual expenses Detailed itemized meal receipts</p> <p>Total payment receipt(including tips)</p> <p>Official Monthly Credit card statement (indicating name, last four digits, transactions)</p> <p>*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. • Partner travel meal expenses on domestic or international trips are not reimbursable unless a specific business purpose is served. • Combinations of per diems and receipts are allowed for the same day. • Claims submitted without the itemized meal receipts and the payment receipt will not be processed. • The total of claims for each day cannot be over \$80 CAD for domestic and \$100 for International. • The meals that were covered by conference, or hospitality are not reimbursable.</p>		Dates 1	Dates 2	Dates 3	Breakfast				Lunch				Dinner				Total Amount				Per Diem Rates:	In Canada	US of Intn'l	Breakfast	\$15 CAD	\$ 20 CAD	Lunch	\$20 CAD	\$ 25 CAD	Dinner	\$45 CAD	\$ 55 CAD	Total Daily Allowance	\$80 CAD	\$ 100 CAD
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POLICY <ul style="list-style-type: none"> The standard for vehicle rental is a midsize car. Vehicle rental is a reasonable method of transportation for round trips up to 500km. When the Corporate Travel and Hospitality Card is not used, the purchase of CDW is an allowable expense for domestic rentals. For rentals outside North America, both CDW and Liability insurance should be purchased. A personally owned vehicle may be used for trips up to 500km round trip. Claim will be limited to the equivalent least expensive mode of transportation to and from that destination. Transportation between campuses, which is not part of the employment contract or arrangement, may be claimed for reimbursement. An exception applies if the claimant regularly drives to work, and now has to drive to another campus that is on route to their home campus then they would not be reimbursed for their mileage. No reimbursement can be made for travel to and from an employee's residence and normal place of business. Taxi expenses incurred as a result of UoT business is permissible and reimbursable. 	POLICY <ul style="list-style-type: none"> A per diem allowance may be claimed in lieu of actual meal costs. The meal per diem allowance is not available where meals are included as part of another reimbursable item (e.g., transportation charge, conference fees). The standard for meals is a restaurant in a business class hotel or other of equivalent quality. 																																			
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<p>Proof of Hospitality: Relevant original receipt (e.g., Original restaurant receipts of actual expenses) 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.</p>	<p>Supply purchases: Purchases are limit to the supplies that we cannot get from approved vendor. Invoice Packing Slip (Signed with "Goods received in good order".)</p> <p>Order confirmation (Online order)</p> <p>Official Monthly Credit card statement (indicating name, last four digits, transactions) Note: Online purchase should be sent to office not personal address. If other reasons, it requires PI's approval before purchasing.</p> <p>Amazon purchases: Purchases are limit to the supplies that we cannot get from approved vendor.</p> <p>Order confirmation (Email)</p> <p>Invoice View order details (Signed with "Goods received in good order".) Official Monthly Credit card statement (indicating name, last four digits, transactions)</p> <p>Note: Online purchase should be sent to office not personal address. If other reasons, it requires PI's approval before purchasing.</p> <p>Amazon purchases Guideline https://www.procurement.utoronto.ca/programs-and-services/purchasing-card/amazon-business</p>																																			
POLICY <ul style="list-style-type: none"> Business entertainment of non-University employees should be limited to the cost of meals and beverages provided in a hotel dining room or restaurant of an equivalent quality. Entertainment of a different variety (e.g., athletic events, theatre productions) require prior approval of the department head. If alcohol is provided, moderate consumption and price point is the standard. For regular in-house meetings between University employees, no alcohol is permitted. Any U of T employee hosting a business lunch, dinner or other entertainment event should limit the number of University employees and other participants attending to only those who can be expected to contribute directly to the accomplishment of the business purpose. Normally the cost of entertaining fellow University employees is not reimbursable except in unusual/special circumstances (e.g., time limitation (extended work day), holiday/retirement parties). 	POLICY <ul style="list-style-type: none"> Please review the "Expense Reimbursement Powerpoint" for some examples for the backup document. 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/ or contact mse.finance@utoronto.ca. 																																			