INSTRUCTIONS FOR EXPENSE REIMBURSEMENT FORM SUBMISSION

GENERAL INFORMATION

• Use the most recent expense form available in the Faculty of Forestry Website
• Print legibly.
• A claim should be for a SINGLE TRIP or for NON-TRAVEL expenses. They should not be mixed.

[DO NOT MIX unrelated NON-TRAVEL EXPENSES WITH A TRAVEL EXPENSE]

• I use direct deposit to your bank account whenever possible - it's the fastest method. The deposit goes to the last bank account you provided for payroll. If you do not want direct deposit, or if your bank account information has changed, let me know.
• If you submit your form with all necessary RECEIPTS AND NECESSARY SIGNATURES (Original signature in ink from the claimant) you can expect the reimbursement within a week.

Before you submit an expense reimbursement claim, please make sure that you have done the following:

PREPARATION

• You must give the ORIGINAL RECEIPTS. CREDIT CARD SLIPS ARE NOT VALID RECEIPTS.

RECEIPTS SHOULD BE ORIGINAL, NOT PHOTOCopies

RECEIPTS SHOULD BE DETAILEd; ie, with items purchased listed along with the taxes that were charged. If a receipt does not state these, it is probably a transaction record and not a receipt

INVOICES AND ORDER CONFIRMATIONS are not receipts and so are not acceptable

If the claim is for Air Fare: Should submit FLIGHT INVOICE WITH THE PROOF OF PAYMENT (PAPER OR ELECTROIC TICKET)

If the claim is for Accommodation: Should submit A DETAILED STATEMENT OF GUEST CHARGES FORM THE HOST ESTABLISHEMENT AS A PROOF OF STAY AND VERIFICATION OF CHARGES

If the claim is for Meals: Should submit DETAILED RESTURENT BILLS AND CREDIT CARD STATEMENT (if paid by credit card)

If any of these items are missing, please complete the missing receipt form, get approved and submit along with the expense reimbursement form

PLEASE NOTE: TRAVEL MEAL IS DIFFERENT FROM HOSPITALITY EXPENSES

IF YOU HAVE A MEAL RECEIPT, PLEASE INCLUDE ALL THE NAMES OF THE PERSONALS INVOLVED
• **If you have a claim for Mileage allowance, please submit a google map showing the km.** A rate of 0.54/km is allowed for a use of personally owned vehicle on approved University Business. **THIS ALLOWANCE IS INTENDED TO COVER ALL AUTOMOBILE OPERATING COSTS, INCLUDING GASOLINE, INSURANCE, REPAIRS AND MAINTENANCE.** The person or organization visited, and the purpose of the trip, must be provided with the expense claim for a personally owned vehicle.

• If your claim involves **air travel**, **PLEASE NOTE THE UOFT POLICY BELOW REGARDING AIRFARE**

  "The purchase of airline tickets can be reimbursed as soon as the cost has been incurred, i.e. there is no need to wait until the travel has been completed”

Please provide the proof of payment with the travel conformation/itinerary

• If there are **more than 6 receipts**, please prepare a spreadsheet giving information about each charge. (Please see sample sheet ATTACHED).

• If you have a foreign currency receipt (eg: travel outside Canada or a transaction made using foreign currency) and it was paid by a Canadian credit card (converted to CAD), then provide a photocopy of your credit card statement to have the credit card's conversion rate. You can black out the non-pertinent items. If you do not submit a copy of your credit card statement, I will have to use Bank of Canada conversion rate based on the date of transaction. Usually the credit card rates are higher than the Bank of Canada rates. **DO NOT** convert currencies on your own (if you do not have credit card statement)– they will be disregarded.

**COMPLETING THE FORM**

• Print your personnel number. **YOUR PERSONAL NUMBER IS NOT YOUR STUDENT NUMBER; (You can find it on your pay stub or please ask me).**

• Print your full address including **postal code.** If I cannot do a direct deposit then a cheque will be sent to this address.

• If the reimbursement is for TRAVEL, print the PERIOD OF TRAVEL. If not, print the DATE OF THE TRANSACTION.

• If the reimbursement is for TRAVEL, print the place of visit and the purpose of visit in the "Location and Description field". If not, **print the description and purpose of the transaction**

  [The **LOCATION, DESCRIPTION, AND PURPOSE** of expenses should be clearly identified as they are used for tracking of the expenses]

• In the "Date prepared" field, fill in the date when you submitted the form and receipts to me.

• Sign the form and print your name.

• Get it signed by your supervisor in the "Authorized approval" box. Print their name legibly.

• Please ask your supervisor about the funding source (fund name/number) which he/she would like to use to pay the reimbursement and note this information on the form.
Per Diem allowances for meals may be claimed if the meal expenses is not included in another reimbursable item (Eg: Conference fees, accommodation etc). The current rate of Per Diem are as follows:

<table>
<thead>
<tr>
<th></th>
<th>In Canada ($CAD)</th>
<th>USA or International ($CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$11.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$17.00</td>
<td>$22.50</td>
</tr>
<tr>
<td>Dinner</td>
<td>$27.00</td>
<td>$37.50</td>
</tr>
<tr>
<td>Total Day Allowance</td>
<td>$55.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

If you have questions that are not covered in this document, please ASK ME.

Detailed guidelines, instructions and policies are available on the Financial Services Department’s website.