Approval Instructions for Faculty and Staff Supervisors

1. Your staff/postdoc/student will contact you regarding expenses they wish to claim.

   a. They have been instructed to have all back-up documentation in electronic format ready for you should you wish to review them.

2. Once the total amount of expenses has been agreed upon, the claimant will provide you with a completed Expense Reimbursement form from their University of Toronto email account.

Q: Should I accept Expense Reimbursement forms from emails outside of the University (e.g. gmail, hotmail, etc.)?

A: No, as part of the approval process provided by Financial Services, all submissions and approvals **MUST** be sent from and received by University of Toronto email accounts.

3. To approve the expense claim, forward the Expense Reimbursement excel document to dpesfinance@utsc.utoronto.ca and copy the claimant on the email. In the email, indicate your approval of the expenses as well as include the account numbers to be charged. **If you are intending to fund this expense from your Tri-Agency account, please include the required eligibility statement to support how sending this student to the conference is in line with the purpose of the funding received from the sponsor**.

4. A member of the finance team will contact the claimant to obtain and review all documentation supporting the expenses being claimed.

   a. You may also be contacted if additional documentation is required from you or if, after the audit, the amount of the claim has changed.

Q: Once normal business operations resume, will I be expected to re-approve expense reimbursements?

A: Yes, you will need to provide a wet signature on all expense claims previously processed electronically.