

Submission Instructions for Post-Doctoral Fellows/Staff/Students

1. Discuss with your supervisor the expenses you wish to be reimbursed for.
2. Organize all receipts and documentation in order as per the expense categories on the claim form - airfare, accommodation, and so on.
3. Complete the Expense Reimbursement form (available [here](#)).
4. Any non-travel related expenses (including conference registration, abstract, supplies, etc) are to be entered under 'other' on the form.
5. Convert all supporting documents into an image format (e.g. PDF).

Q: How do I know what documents are required?

A: Please refer to the Expense Reimbursement Check-list available on the Department website, available [here](#). More detailed information can also be found within the University of Toronto Guide to Financial Management: [Travel and Other Reimbursable Expenses](#). Don't forget to include:

- google maps for mileage claims
- credit card statements or foreign currency pages to support CDN \$ equivalents being claimed
- detailed meal receipts
- proof of all payments
- car rental agreements
- meet all Airbnb requirements
- conference programs at-a-glance (or link to conference website if not available).

Q: What do I do if I lost or did not obtain a detailed receipt that is required for reimbursement?

A: Complete and sign a Missing Receipt form for the incomplete documents, and have it signed by your supervisor. It needs to be submitted with the expense claim.

Q: What documentation is required if my travel dates combine a conference and then vacation time?

A: If travel combined personal and business, include a flight comparison for actual conference/field work dates to show that the university did not incur additional airfare expense for the extended travel dates outside of the business travel.

Q: What if I am claiming the UTSC Graduate Student Travel Grant?

A: Discuss with your supervisor and note on the expense claim form so that the DPES Financial team is aware to adjust the claim accordingly. Once the expense is audited and approved in DPES, it will be forwarded to the Vice-Principal Research Office for further approval and accounts. VPRO will then forward the claim to Financial Services for processing.

Q: What if I do not have access to a scanner?

A: There are many phone apps that convert and enable the phone to take pdf images of documents. If you are unable to access those apps, take a photo.

- 6.** Submit the Expense Reimbursement Form (and Missing Receipt form, if applicable) to your supervisor, using your University of Toronto email account.
- 7.** Your Supervisor will approve the Expense Reimbursement by forwarding it to the DPES Financial Team.
 - a.** You will be copied on the email by your supervisor so that you know once the Expense reimbursement has been submitted to DPES Finance.
- 8.** You will be contacted by a member of the DPES Financial team to request submission of all supporting documents within 3 business days once received from your supervisor.

Q: What do I do with my original receipts and documents?

A: Keep them organized in a secure space. Once normal Business Operations resume, you and your Supervisor will be expected to sign the claim and then you are required to submit the Reimbursement form with ALL original receipts to the Department.