Expense Reimbursement Guideline Checklist

UTSC Financial Services has prepared an Expense Reimbursement Guideline Checklist as a tool for the campus in preparing expense reimbursements for faculty and staff. The objective of the University of Toronto’s Policy for Travel and Other Reimbursable Expenses (Travel Policy) is to define and allow for reasonable costs incurred by U of T travelers for business travel and other reimbursable expenses. The checklist represents a summary of the Travel Policy and the guidelines contained in the Guide to Financial Management (GTFM). In 2010, the Ontario government established new directives for open, fair and transparent financial practices at all Broader Public Sector (BPS) Organizations, including the University of Toronto. These directives require mandatory compliance by all BPS organizations. Please contact Financial Services if you have specific questions regarding expense reimbursements at erdd@utsc.utoronto.ca.