

## **UTSC Guideline for Virtual Academic Recruitment Expenses**

While COVID 19 restrictions on travel and in-person contact are in place, we have put in place the following guideline for reimbursement of recruitment expenses:

We should offer to pay for a room in a local hotel which has reliable high-speed internet service from the night before the interview to the proposed end of the interview (Please indicate the dates of the interview on the expense submission). Note, depending on time zone and check out times, this may in most circumstances require two-three nights. In addition, we can cover the related expenses as well (i.e. parking, taxi, meal etc). It is recommended that approval be obtained prior to booking a hotel.

### **Standard for Accommodation**

The standard for accommodation is a single room with a private bath in a business class hotel. Use of luxury accommodation will not be reimbursed.

### **Receipt Requirements**

As is generally the case with any reimbursable expense, the claimant must provide the approver with sufficient documentation to assess that the items for which the claim has been submitted are:

- legitimate, reasonable and appropriate for the business activity undertaken,
- were personally incurred and paid for by the individual requesting reimbursement, and
- the travel and hospitality being claimed were actually received by the claimant.

For accommodation, the claimant's receipts should provide "proof of stay" as well as "proof of payment" (i.e. method of payment, name of payer and amount paid). Depending on the booking /payment method and the timing of when the payment is made (i.e. before the stay versus after the stay), the type of documentation available may differ but should still meet the documentation requirements noted above.

The following are some examples of different accommodation bookings and the types of supporting documentation that would be appropriate for an expense reimbursement claim:

#### **Example 1: Book directly with a hotel**

An original detailed "check out" statement of guest charges from the hotel showing the travel dates (proof of stay), the method of payment, name of the payer and the amount paid (proof of

payment). If the proof of payment is not provided on the hotel stay receipt, then additional proof of payment documentation is required, e.g. copy of credit card statement.

### **Example 2: Book through third-party booking site (e.g. Expedia)**

Bookings made through third-party booking sites are generally paid for in advance. The order confirmation from the third-party booking site will typically include the travel dates, the method of payment, name of the payer and the amount paid (i.e. proof of payment). If the proof of payment is not provided on the order confirmation, additional proof of payment documentation is required, e.g. copy of credit card statement. In addition, a statement of guest charges or hotel bill obtained from the host establishment at the end of, or after, the stay must be provided confirming the dates stayed in the establishment (even if no additional charges were incurred).

### **Example 3: AirBnB Rental**

Bookings through AirBnB are generally paid for in advance. Proof of payment must indicate the check-in and check-out dates, details and location of the host establishment, and total charges including taxes and method of payment (e.g. credit card) and the payer (i.e. proof of payment). If the proof of payment is not provided on the billing provided by AirBnB, additional proof of payment documentation is required, e.g. copy of credit card statement. In addition, proof of stay documentation would be required and could consist of an email/message confirmation from the AirBnB host substantiating that the claimant did stay at their establishment/residence during the claim period.

### **Childcare/Eldercare expenses will be reimbursable under the following guidelines:**

Candidates may have childcare or eldercare responsibilities. Accordingly, we will cover reasonable expenses related to ensuring that those responsibilities are discharged while the candidate is in the interview process. The responsibility is up to the approver to ensure these costs are reasonable and appropriate.

Please note that it is not recommended that the proof of payment for childcare/eldercare be provided by a spouse or relative of the claimant.

### **UTSC normally covers these costs for up to three candidate per search.**

Please note that once we return to normal business operations and these guidelines are not required, we will revert to the routine policies of the University.