

Travel and Subsistence

Eligible Expenses	Ineligible Expenses	Supporting Evidence Requirements
<ul style="list-style-type: none"> ✓ Air travel must be claimed at the most economical rate available, not to exceed full economy fare. ✓ Per diem (\$60 per day in Canada; \$100 per day outside Canada) ✓ accommodation ✓ Cancellation Insurance ✓ Seat selection charge Travel health insurance if not provided by U of T or other sources ✓ Vehicle rental for Work – see more here: https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/ 	<ul style="list-style-type: none"> * Commuting (home to/from work) * Passport and immigration fees * Thesis defense or thesis examination related travel, including external examiner costs * Alcohol * Reimbursement of airfare acquired with frequent points * Flight change fees 	<ul style="list-style-type: none"> o Dates and destinations o Prospectus or program for conference related travel o Details of daily Expenses (receipts not needed for meals if you are claiming per diem – you may claim breakfast, lunch and dinner depending on the time your travel departs) For details see: https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/reimbursement-rates/ o Details of vehicle usage o Original detailed receipts (Credit Card slips are not valid receipts) o Relevance of travel to the research being funded

Equipment and Supplies

Eligible Expenses	Supporting Evidence Requirements	
<p>✓ Research and/or creative professional practice equipment and supplies, e.g. cameras, software, etc.</p>	<ul style="list-style-type: none">○ Original invoices○ All equipment belongs to the university and MUST be returned to ACM after use as indicated in this policy: https://finance.utoronto.ca/policies/gtfm/restricted-funds/research-funding/ownership-of-equipment-and-related-matters/	

Computer and Electronic Communications

Eligible Expenses	Supporting Evidence Requirements	
<ul style="list-style-type: none"> ✓ Computers, tablets, modems, emerging technology and other hardware and/or specialized software required for the research not normally provided by the institution, and with adequate justification establishing the need in relation to the funded research ✓ Cellular phones, iPhones, smartphone, or other electronic devices ONLY when they are necessary for research purposes (e.g. data collection), and/or for personal safety reasons, with adequate justification of the research purpose 	<ul style="list-style-type: none"> ○ Original invoices and receipts ○ Written justification ○ All equipment belongs to the university and MUST be returned to ACM after use as indicated in this policy: https://finance.utoronto.ca/policies/gtfm/restricted-funds/research-funding/ownership-of-equipment-and-related-matters/ 	

Dissemination of Research Results

Eligible Expenses	Supporting Evidence Requirements
<ul style="list-style-type: none"> ✓ Costs of developing Web-based information, including Web site maintenance fees ✓ Costs associated with the dissemination of findings (e.g. through traditional venues as well as videos, software, etc.) ✓ Page charges for articles published, including costs associated with ensuring open access to the findings (e.g. costs of publishing in an open access journal or making a journal article open access) ✓ Costs of preparing manuscript for publication ✓ Translation costs associated with dissemination of findings ✓ Costs of holding a workshop or seminar, the activities of which relate directly to the funded research (including non-alcoholic refreshments, meal costs, supplies, etc.) 	<ul style="list-style-type: none"> ○ Original invoices, contracts and receipts ○ Authorization of grant holder or delegate