# Travel and Subsistence

<table>
<thead>
<tr>
<th>Eligible Expenses</th>
<th>Ineligible Expenses</th>
<th>Supporting Evidence Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Air travel must be claimed at the most economical rate available, not to exceed full economy fare.</td>
<td>✗ Commuting (home to/from work)</td>
<td>o Dates and destinations</td>
</tr>
<tr>
<td>✓ Per diem ($60 per day in Canada; $100 per day outside Canada)</td>
<td>✓ Passport and immigration fees</td>
<td>o Passport and immigration fees</td>
</tr>
<tr>
<td>✓ accommodation</td>
<td>✓ Thesis defense or thesis examination related travel, including external examiner costs</td>
<td>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: <a href="https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/reimbursement-rates/">https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/reimbursement-rates/</a></td>
</tr>
<tr>
<td>✓ Cancellation Insurance</td>
<td>✓ Alcohol</td>
<td>o Details of vehicle usage</td>
</tr>
<tr>
<td>✓ Seat selection charge Travel health insurance if not provided by U of T or other sources</td>
<td>✓ Reimbursement of airfare acquired with frequent points</td>
<td>o Original detailed receipts (Credit Card slips are not valid receipts)</td>
</tr>
</tbody>
</table>
# Equipment and Supplies

<table>
<thead>
<tr>
<th>Eligible Expenses</th>
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</tr>
</thead>
</table>
| ✓ Research and/or creative professional practice equipment and supplies, e.g. cameras, software, etc. | o Original invoices  
o 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/](https://finance.utoronto.ca/policies/gtfm/restricted-funds/research-funding/ownership-of-equipment-and-related-matters/) |
Computer and Electronic Communications

<table>
<thead>
<tr>
<th>Eligible Expenses</th>
<th>Supporting Evidence Requirements</th>
</tr>
</thead>
</table>
| ✓ 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. | o Original invoices and receipts  
| | o Written justification  
| | o 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/](https://finance.utoronto.ca/policies/gtfm/restricted-funds/research-funding/ownership-of-equipment-and-related-matters/) |
| ✓ 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. |
# Dissemination of Research Results

<table>
<thead>
<tr>
<th>Eligible Expenses</th>
<th>Supporting Evidence Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Costs of developing Web-based information, including Web site maintenance fees</td>
<td>○ Original invoices, contracts and receipts</td>
</tr>
<tr>
<td>✓ Costs associated with the dissemination of findings (e.g. through traditional venues as well as videos, software, etc.)</td>
<td>○ Authorization of grant holder or delegate</td>
</tr>
<tr>
<td>✓ 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)</td>
<td></td>
</tr>
<tr>
<td>✓ Costs of preparing manuscript for publication</td>
<td></td>
</tr>
<tr>
<td>✓ Translation costs associated with dissemination of findings</td>
<td></td>
</tr>
<tr>
<td>✓ 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.)</td>
<td></td>
</tr>
</tbody>
</table>