

## Submission Instructions for Faculty (Personal Expenses):

How to submit an Expense Claim:

1. Ensure all required pre-approvals are received as per the university's Guide to Financial Management.
2. Complete the Expense Reimbursement form (available [here](#)).
3. Convert all supporting documents into an image (e.g. PDF) format.
  - a. The Expense Reimbursement form should remain as an excel file.

### **Q: How do I confirm 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).
- For hospitality-related expenses, please ensure you have received the necessary pre-approvals and include in your documentation both the list of attendees and the business purpose. For more information please refer to the University Hospitality policies – available [here](#).

### **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.

4. Submit your expense to [dpesfinance@utsc.utoronto.ca](mailto:dpesfinance@utsc.utoronto.ca) as follows, noting that the submission must be made from a University of Toronto email account:
  - a. The completed Expense Reimbursement form (in excel format)
  - b. The accounts to be charged.
  - c. All supporting documentation
5. A member of the DPES Financial team will review your submission and will contact you if additional information is required.

### **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 will be expected to sign and re-submit the Reimbursement form with **ALL original receipts** to the Department.