

Expense Reimbursement Checklist (Template)

Overriding Guidelines/Principles:

- It is **both the claimant's and approver's responsibility** to ensure that the expenses have been incurred for **legitimate university business purposes**, as well as **reasonable** and **appropriate** for the business activity undertaken.
- The **individual who personally incurred the out-of-pocket expense** will be reimbursed.
- The claim meets **the terms and conditions** imposed by the funding source from which they are paid; **Uoft policy, divisional/departmental policy** or **granting agency guidelines, whichever imposes the greater restrictions**.
- Supported by **original, itemized receipts** from suppliers. **Ensure receipts in foreign languages are translated, with any necessary clarifications**.
- Additional Support:** If proof of payment is not indicated on the original receipt, a copy of credit card statement may be required (e.g., Airfare, Conference Registration fees). **Note, items not relevant to the claim can be blacked out for privacy.**

| ORIGINAL RECEIPT REQUIREMENTS/SUPPORTING DOCUMENTS | |
|---|--|
| ✈️ AIRFARE | 🏠 ACCOMMODATIONS |
| <input type="checkbox"/> Proof of Payment: <ul style="list-style-type: none"> Itinerary/receipt or ticket confirmation from the airline. (original receipt must indicate method of payment and amount paid by the traveller) Economy fare only | <input type="checkbox"/> Proof of Stay: <ul style="list-style-type: none"> Detailed statement of guest charges from the host establishment. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> If booked through a third party booking site (e.g., Expedia), then the order confirmation from the third party booking site showing: <ul style="list-style-type: none"> credit card payment travel dates |
| <input type="checkbox"/> Proof of Air Travel (at least ONE of the following): <ul style="list-style-type: none"> Boarding passes (paper or print-out of e-boarding pass) Hotel bill at the travel destination Taxi/transit receipts to/from the destination airport/train station Meal receipts from the travel destination Certificate of Conference attendance | <input type="checkbox"/> |
| <input type="checkbox"/> Business Travel combined with Personal Travel An airfare quote for the "business portion only", taken at the same time as the actual airline booking, should be provided to the approver. | <input type="checkbox"/> AirBnB Rental – Receipt Requirements <ol style="list-style-type: none"> Proof of payment (must indicate the following): <ul style="list-style-type: none"> Check In and Out dates Details and location of host establishment Total charges including taxes (i.e, Credit card used) <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> Proof of stay: email/message confirmation from the AirBnB host establishment substantiating that the claimant did stay at their establishment during the indicated period. |
| <input type="checkbox"/> Flight Cancellation Insurance Relevant original receipt | <input type="checkbox"/> |
| 🍴 MEALS | 🚗 TRANSPORTATION |
| <input type="checkbox"/> Original restaurant receipts of actual expenses (detailed restaurant bill) <input type="checkbox"/> Note: Credit card receipt may be used to substantiate the restaurant gratuity. | <input type="checkbox"/> Proof of Car Rental: <ul style="list-style-type: none"> Copy of rental agreement/contract Account statement and invoice Receipts for gas purchases |
| | <input type="checkbox"/> Proof of Taxi/Uber: Relevant original receipt |
| | 👤 CONFERENCE REGISTRATION |
| | <input type="checkbox"/> Conference registration fees <ul style="list-style-type: none"> Conference registration form Original proof of payment (i.e. credit card voucher or statement of account, customer copy of a money order or bank draft) For online – print out of confirmation of registration after payment |
| POLICY | |
| ✈️ AIRFARE | |
| The standard class of service is the least expensive economy class fare . The claimant is responsible for providing the necessary proof of air travel. | |