

MIE Instructions for Travel Reimbursement

The University of Toronto requires that claims for travel and associated expenses be submitted via an expense reimbursement form with **original receipts attached**. With this, all claimants must keep in mind that the most economical decisions should be taken into consideration when making arrangements. Detailed receipt requirements are outlined below:

Airfare (Economy Fare Only)

1. Flight itinerary showing proof of payment and
2. Original boarding passes are required (**Note:** downloaded or scanned, e.g. smartphone passes will not be accepted. Only original paper boarding passes from airline accepted.)

Flights and Hotels must be booked in advance – at least 3 weeks for international and 2 weeks national.

Rail/Coach fare: Passenger ticket stub and proof of payment is required. If rail transportation is used please book your ticket two weeks in advance. **Remember to keep original boarding passes.**

Use of own vehicle: Travel by personal vehicle will be reimbursed at 0.54 cents/km CDN, with a maximum of 500 km (must be deemed the most economical form of transportation, e.g. mileage will be reimbursed to a maximum of the cost of an advanced economy-class train ticket). The allowance is intended to cover all automobile maintenance. Please note that you must submit the kilometrage for your trip, indicating starting point and destination location using printouts from Google Maps.

Individual Meals: Detailed restaurant receipt is required for meals (*maximum allowance per meal: \$11 breakfast, \$17 lunch and \$27 dinner*). **It is your responsibility to request detailed receipt if not offered.** Credit card stubs may be included to substantiate the gratuity cost and conversion rate if necessary.

Helpful Hints

1. Place all receipts in the order as they appear in the reimbursement form. Example: Flight, accommodation, meals, etc.
2. Please attach receipts neatly to your reimbursement form and ensure that it is signed.
3. When completing the reimbursement form, please enter as much information as you can before printing.

Please post (scanned emails will not be accepted) your expense reimbursement claim form and all **original** receipts to:

Min Kim

Financial Officer

Department of Mechanical & Industrial Engineering

5 King's College Rd., Rm. 134

Toronto, Ontario M5S 3G8

If you require further clarification, please contact Min at

min@mie.utoronto.ca or 416-978-5376.

**EXPENSE CLAIMS MUST BE SUBMITTED WITHIN 30 DAYS
FROM END OF EVENT**

[MIE Website](#)