

Expense Report Information for Visitors

VISITORS ARE REIMBURSED ACCORDING TO ARRANGEMENTS MADE PRIOR TO YOUR VISIT. IF YOU ARE UNSURE WHAT YOU WILL BE REIMBURSED FOR, SPEAK TO YOUR HOST AT GEOGRAPHY.

Please send your expense report and receipts to:

Department of Geography,
University of Toronto
Attn: Reimbursements
100 St. George Street
Toronto, ON M5S 3G3
CANADA

Email: geog.finance@geog.utoronto.ca

- Include all **ORIGINAL RECEIPTS** for which a claim is being made. *Photocopies will not be reimbursed by our Accounting Department.* Credit card receipts/statements cannot be used in place of receipts, but should be included as evidence of payer, exchange rates, where applicable.
- All receipts must be itemized and show the date and amount.
- Submit **BOARDING PASSES** along with the ticket/itinerary (for electronic boarding passes, print and attach). If the cost of airfare is being shared by other institutions, *please send any original boarding passes to Geography*, and we will return them to you once we have paid our portion.
- If you drove to the Department, instead of flying, you may request a mileage claim. Provide a printout from Google Maps to show the distance travelled. Please note that there is a 500 km limit for mileage claims (54 cents per km as of 2016).
- Local transportation to/from the airport is reimbursable, however, cost of commuting within the city is non-reimbursable.
- Please ask us for the exchange rate to use for your calculation or we will do the currency conversion for you.
- Visa fees are non-reimbursable.
- Expense report must be received no later than *four weeks* after your visit.
- Your reimbursement cheque will be in the currency of your country and sent to your home institution, NOT your home address.
- All reimbursements will be paid according to our grant rules and university policies.