
Free Money!

Running low on available balance? Want to **'free -up some money'**? You may have commitments as purchase orders/requisitions or manual reserves that are no longer required! Use the All Postings: Line Items by Document Number Report to identify outstanding commitments.

POs/PRs or manual reserves that are no longer required should be cancelled as they carry forward automatically from fiscal year to fiscal year. Research Funds with commitments POs/PRs will continue to reserve funds even after the end date. To release the commitment after the fund end date, the fund will have to re-opened.

Learn More:

- **QRG:** All Postings Line Item by Document Number
<http://finance.utoronto.ca/wp-content/uploads/2015/10/allpostings.pdf>
- **QRG:** Purchase Order: Finalize and Cancel
<http://finance.utoronto.ca/wp-content/uploads/2015/09/pofinalizecancl.pdf>
- **QRG:** Purchase Requisition: Finalize and Close
<http://finance.utoronto.ca/wp-content/uploads/2015/10/prfinalizeclose.pdf>
- **QRG:** Manual Reserves: Change Funds Commitment
<http://finance.utoronto.ca/wp-content/uploads/2015/10/fcchngdisplay.pdf>

Electronic Travel Authorization (eTA): Reimbursable?

As of **March 15, 2016**, foreign travellers who fly to or transit through Canada will need an **Electronic Travel Authorization (eTA)**. Exceptions include American citizens and visitors with a valid visa.

The **eTA is not required on a per trip basis**. Once approved, the **eTA is valid for five years or until the passport expires**, whichever comes first. For this reason, application fees are not reimbursable as the eTA is not specific to U of T travel, but is rather considered a general travel document, similar to a passport.

Learn More:

- **GTFM:** Travel and Other Reimbursable Expenses
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#Nonreimbunless>
- **Government of Canada:** Electronic Travel Authorization (eTA)
<http://www.cic.gc.ca/english/visit/eta.asp>

**Reimbursement Rate for Use of Personally Owned Vehicle going up effective April 1st, 2016!
How do I process reimbursements during the transition?**

The **reimbursement rate** for University of Toronto employee's use of personally-owned vehicles while on approved University business **will increase from \$0.47 per kilometer to \$0.54 per kilometer effective April 1, 2016.**

Any kilometrage expenses incurred before April 1st, 2016 will need to be reimbursed at \$0.47 per kilometer while those incurred after should be reimbursed at \$0.54 per kilometer.

NOTE: The rate on the **Expense Reimbursement Direct Deposit (ERDD) on the Web** form will be updated to \$0.54 per kilometer effective April 1st and cannot be changed. In order to process a **Direct Deposit** reimbursement at **\$0.47 per** kilometer after April 1st you will need to use the SAP ERDD reimbursement transaction **ZER01**.

Learn More:

- **MEMO:** New Kilometrage Rate for Travel
<http://finance.utoronto.ca/wp-content/uploads/2016/03/Mileage-Per-diem-memo-2016.pdf>
- **QRG:** ERDD on the Web
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Create-Converted.pdf>

Reminder: New Master Record Requests for Funds Centers (Year-End Deadline)

All requests to create and activate new Funds Centres for the current fiscal year must be received by **April 15, 2016**. Any requests that are received after this date will be created in the next fiscal year.

If you have any questions about new master record requests for Funds Centers, **call your FAST team representative.**

Learn More:

- **Deadlines:** Year-End Processing
<http://finance.utoronto.ca/policies/gtfm/financial-management/reporting/fiscal-year-end-closing-procedures/summary-of-year-end-deadlines-and-contact-infomation/>
- **Procedures:** Year-End Closing
<http://finance.utoronto.ca/policies/gtfm/financial-management/reporting/fiscal-year-end-closing-procedures/#accruals>

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103

Wednesday, April 13 th	11:30am – 1pm
Thursday, April 28 th	12:30pm – 2pm

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Financial Advisory Services & Training \(FAST\)](#)
- [Subscribe to AMS Listserv](#)