



**TO:** Divisional Financial Officers  
AMS Users

**FROM:** Pierre Piché, Controller and Director of Financial Services

**DATE:** September 8, 2015

**SUBJECT:** Boarding Pass Requirement – Change to Travel Policy

---

Effective immediately, the University's travel policy regarding the requirement of a paper boarding pass has changed. In the past, the University required a paper boarding pass to support all expense reimbursement claims for air/rail travel. Going forward, the paper boarding pass will no longer be required **IF** other acceptable documentation is included in a claim as proof of air/rail travel. This is consistent with Tri-agency (CIHR, NSERC and SSHRC) policy. Other acceptable documentation to support the air/rail travel claim could include the hotel invoice at the travel destination, taxi/transit receipts to/from the airport, meal receipts from the travel destination, or a certificate of conference attendance. It is the responsibility of the claimant to provide the necessary proof of air/rail travel if a boarding pass is not available.

The University's travel policy can be found at:  
<http://www.finance.utoronto.ca/gtfm/travel/policy.htm>

It should be reiterated that Faculties, Divisions or Departments are free to enact more stringent rules around receipts and boarding passes – the above guidelines represent the minimum requirements.