UNIVERSITY OF TORONTO

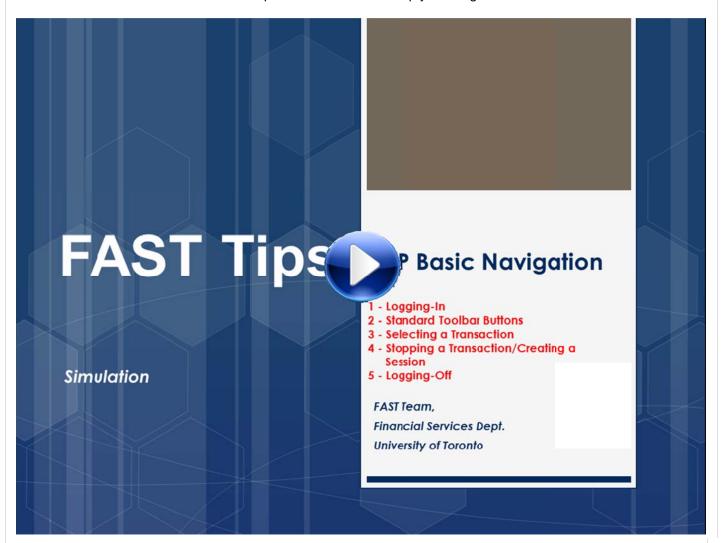## Financial Services Department

FAST Tips

Simulation: Tips & Tricks on navigating in SAP

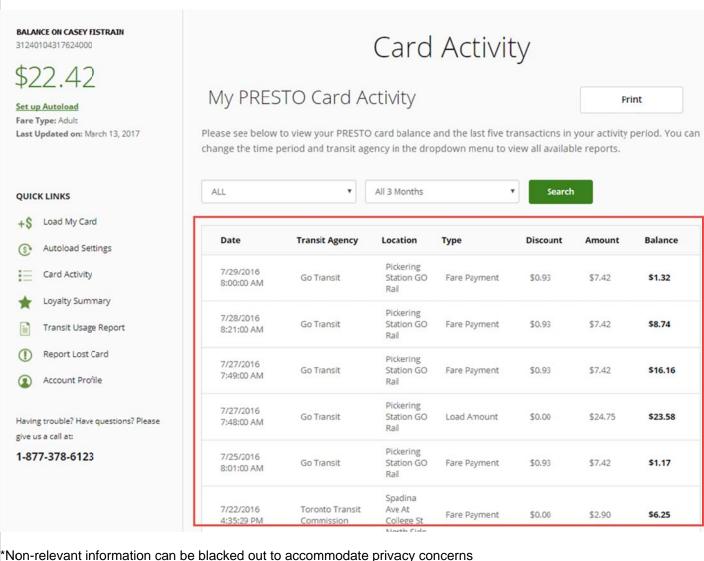**Watch this demonstration** to learn some tips and tricks that will help you navigate within SAP.

Learn More:

- [Standard Curriculum – Overview Course](#)
- [FAST Team Website](#)

What documentation should be included to support the reimbursement of PRESTO charges?

The FAST Team has received an increase in the number of enquiries regarding the eligibility and the documentation needed to reimburse claimants who have travelled using **PRESTO**.

Under Card Activity on the PRESTO website, the card balance as well as the last five transactions in the activity period selected can be viewed, therefore Card Activity should be printed as soon as possible following travel and the appropriate line(s) with amount(s) for U of T business travel be identified and provided:

BALANCE ON CASEY FISTRAIN
31240104317624000

$22.42

Set up Autoload
Fare Type: Adult
Last Updated on: March 13, 2017

QUICK LINKS

+$ Load My Card

Autoload Settings

Card Activity

Loyalty Summary

Transit Usage Report

Report Lost Card

Account Profile

Having trouble? Have questions? Please give us a call at:

1-877-378-6123

Card Activity

My PRESTO Card Activity

Print

Please see below to view your PRESTO card balance and the last five transactions in your activity period. You can change the time period and transit agency in the dropdown menu to view all available reports.

ALL ▼	All 3 Months ▼	Search

Date	Transit Agency	Location	Type	Discount	Amount	Balance
7/29/2016 8:00:00 AM	Go Transit	Pickering Station GO Rail	Fare Payment	$0.93	$7.42	$1.32
7/28/2016 8:21:00 AM	Go Transit	Pickering Station GO Rail	Fare Payment	$0.93	$7.42	$8.74
7/27/2016 7:49:00 AM	Go Transit	Pickering Station GO Rail	Fare Payment	$0.93	$7.42	$16.16
7/27/2016 7:48:00 AM	Go Transit	Pickering Station GO Rail	Load Amount	$0.00	$24.75	$23.58
7/25/2016 8:01:00 AM	Go Transit	Pickering Station GO Rail	Fare Payment	$0.93	$7.42	$1.17
7/22/2016 4:35:29 PM	Toronto Transit Commission	Spadina Ave At College St North Side	Fare Payment	$0.00	$2.90	$6.25

*Non-relevant information can be blacked out to accommodate privacy concerns

*card loading amounts cannot be reimbursed

Learn More:

- GTFM: Expense Reimbursements

Summer Hours!

Just a reminder that summer hours officially begin on July 1, 2017 and run until Labour Day. FAST Team support will correspond with summer hours and be available from 8:45am-4:30pm. For more information, please refer to the HR site for holiday scheduling.

Learn More:

- MEMO: Holiday Schedule 2017 - 2018

Requesting Ideas for FAST Tips Articles and Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

FEEDBACK

ONE-ON-ONE WORK SUPPORT		

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

*LOCATION***:** 256 McCaul St.

Thursday, July 13th	**room 103**	12:30pm – 2pm
Wednesday, July 26th	**room 103**	12:30pm – 2pm

TRAINING

- **Workshop:** Reconciling and Reviewing Month-End Statements - **REGISTER**
  Tuesday, July 25, 2017 (9:30am – 11:30am)

- FIS Training Calendar

- FAST Tips Newsletter - Archive

FAST STAFF

- Financial Advisory Services & Training (FAST)

- Subscribe to AMS Listserv