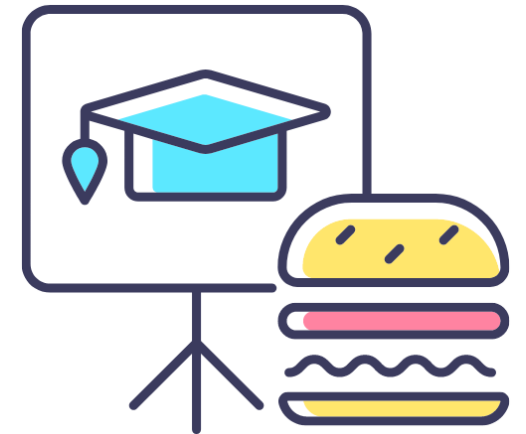




# RECENT UPDATES TO THE GUIDE TO FINANCIAL MANAGEMENT (GTFM) *TRAVEL & OTHER REIMBURSABLE EXPENSES SECTION*

Monthly Lunch & Learn Series presented by the FAST Team

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UNIVERSITY OF  
TORONTO

Financial Services

# PRESENTER

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## AGENDA

- Updates to Key Principles
- Easing requirements to demonstrate that claimants paid the expenses themselves
- Back up documentation proving air travel
- Q&A



# INCREASING CLARITY IN THE TRAVEL & OTHER REIMBURSABLE EXPENSES POLICY

Recent edits to the GTFM – Travel & Other Reimbursable Expenses policy (as of July 15<sup>th</sup>) were intended to provide **greater clarity** around **current requirements**, including:

- **Boarding passes are generally not required**, unless there is no other indication that the travel was completed.
- **Credit card statements are generally not required**, except in rare circumstances. In most cases, an original receipt is the only required proof of payment.
- **Claimants are not required to submit documentation with their expense claim to demonstrate that they paid the expenses themselves.**



# KEY PRINCIPLES

The University of Toronto will reimburse out-of-pocket, university business travel and related expenses that are:

- I. **legitimate, reasonable and appropriate** for the business activity undertaken,
- II. supported by an **original receipt** that **specifies the nature of the expense, the transaction amount, and completion of payment** \*;
- III. where applicable, supported by **evidence that any travel or hospitality being claimed actually took place**; and
- IV. that **meet the terms and conditions imposed by the funding source** used to pay for them.

\*In most cases, an original receipt is the only documentation required.



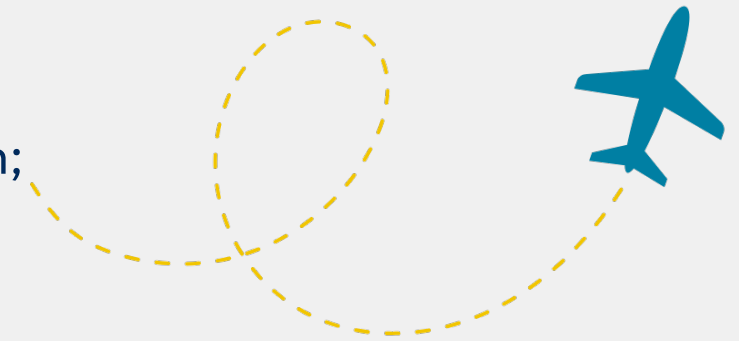
Please see the [Updates and Changes to the GTFM](#) page.

# BOARDING PASSES

As **proof of air travel**, boarding passes are one of several back-up documentation that can be provided by the claimant.

These alternatives include:

- hotel bill at the travel destination;
- taxi/transit receipts to/from the destination airport/train station;
- meal receipts at the travel destination;
- certification of conference attendance



A boarding pass may be requested **where no other evidence is available** (paper or a printed copy of the image of the electronic boarding pass that clearly indicates the flight/train information).

# DEMONSTRATING EXPENSES WERE PERSONALLY PAID FOR BY CLAIMANT

Claimants are generally **not required to submit documentation demonstrating that they personally paid for an expense** (e.g. ownership of the credit card or bank account, including credit card or bank statements).

In most cases, an original receipt is the only required documentation to demonstrate that the expense was incurred.

By signing the expense claim, the claimant attests that the **expenses are legitimate, compliant with policies, and have not been claimed elsewhere.**



Please see the [Updates and Changes to the GTFM](#) page.

# EXAMPLE – RECEIPTS REQUIREMENTS FOR ACCOMMODATIONS

Updated GTFM:

As is generally the case with any reimbursable expense, the claimant must provide an original receipt that **specifies the nature of the expense**, the **transaction amount**, and **completion of payment**.

The hotel folio (i.e. the detailed invoice or “check-out” statement), in most cases, provides all the information required, including:

- check-in and check-out dates
- an itemized list of charges incurred by the guest during their stay (nightly room rates, services or amenities used, and incidentals such as mini-bar purchases and laundry).



# CREDIT CARD STATEMENTS



In most cases, **an original receipt is the only required proof of payment.**

Credit card statements (redacted for personal items) **are generally not required**, except in rare circumstances.

Exceptions may include:

- if the exchange rate charged on a credit card significantly differs from the official exchange rate on that date and is flagged for follow-up, a credit card statement may be requested to clarify the charge.
- to substantiate the paid gratuity if it is not itemized on the original invoice.

