Attention: St. George Faculty (ESC,RW,ROM) Postdoctoral Fellows Graduate Students

Overview EEB will again provide some support for speakers in the EEB External Seminar Series this year. This document provides information on assistance with booking accommodations and claiming expenses.

Key Contacts Coordinators: Njal Rollinson 529-7726
Helen Rodd 946-5035

Accounting: Diana Ramirez 978-8514
Robbie Brar 978-3248

Accommodations: Reception (see below) 978-8514

EEB Department Funding Limit

Standard Amounts For seminar speakers who speak in a regular Friday seminar slot and who are:

- from southern Ontario (the south between Windsor-Barrie-Ottawa) and southern Quebec (east to Montreal), the department will contribute $250 CAD.

- from North America but outside the above geographic area, the department will contribute $750 CAD.

- non-North American speakers, the department will contribute $900 CAD.

Special Cases

- For speakers shared with another department, EEB will contribute half the standard amount.

- For external examiners who give a seminar in the regular seminar series the department will contribute the standard amount and, if they give a seminar that is not in the regular series, half the standard amount.

- Except for external examiners, the department will not contribute to expenses for speakers who do not participate in the EEB Friday External Seminar Series.
Host Lab Funding

Expenses incurred beyond the funding limit (above) are the responsibility of the host lab.

Please note:
- external examiner expenses cannot be paid from NSERC grants
- per diems cannot be paid from CFCs (ie startup or UTFA) or from departmental operating funds. Original receipts and proof of payment are required.

Eligible Expenses

Eligible expenses include: airfare, bus, train, taxi (or airport limo), parking, accommodations, meals, mileage (54 cents per kilometer).

Accommodations

To arrange a hotel room for speakers coming from out of town and requiring a hotel room, please contact (via e-mail) Reception (eeb.reception@utoronto.ca) and provide the ‘check in’ and ‘check out’ dates and expense account. A room will be booked at the Holiday Inn Yorkville on Bloor near St. George Street or the Intercontinental Hotel near Bloor and Bedford. Please note the Holiday Inn will be undergoing renovations during 2017-18 and will be changing names to the Kimpton Hotel.

The cost of the hotel room is included in the department contribution.

Claiming reimbursements

Expense Reimbursement form(s) are located at this link: http://www.eeb.utoronto.ca/resources/resstud/fpforms.htm

Speakers must send their receipts and original boarding passes to Diana Ramirez (Contact email: diana.ramirez@utoronto.ca).

Speakers must also submit a completed and signed expense reimbursement form and a signed itemized list of expenses http://www.eeb.utoronto.ca/resources/resstud/erstudent.htm.

Receipts must be original and labeled with the speaker’s name. Proof of payment must also to be included.

If some receipts or boarding passes are missing, speakers must complete the Missing Receipt Form, available online (http://www.eeb.utoronto.ca/resources/resstud/fpforms.htm) or by emailing Reception (eeb.reception@utoronto.ca).

Note: payments authorized without receipts are considered to be income and taxable in the hands of the payee in the event of an audit.
Specific requirements for receipts

**Air Travel**
Passenger Boarding Pass combined with either of the following which indicate the method of payment and the amount paid:

- Paper Ticket - Customer portion of the ticket identified as "Customer/Passenger Coupon" and/or "Not good for passage"
- Electronic ticket - Copy of the Ticket Confirmation

**Car Rental**
The customer copy of the rental agreement

**Railway**
Passenger ticket stub and boarding pass.

**Bus**
Passenger ticket stub and boarding pass.

**Meals**
Original restaurant receipts are required for reimbursement of actual expenses (i.e. detailed restaurant bill). Please provide proof of payment. The credit card receipt may be used to substantiate the restaurant gratuity. Names of those attending the meal must be listed on the receipt.

**Foreign Exchange**
Please provide payment receipt proving the exchange rate used (i.e. credit card statement). Where proof of payment is not available the Department will assess the reasonability of the rate by comparing it to the prevailing rate at the time the expenses were incurred, in accordance with university policy and methods.

**Funding Cut-off**
To balance the demand of other departmental priorities, there will be a cut-off for each of the speaker seminars. The first cut-off date will be **January 15, 2018** for the fall term. The second cut-off date will be **April 15, 2018**. After those dates, the reimbursement will be processed on a best effort basis.

**Receipts go to**
Diana Ramirez

**Approvals**
Once the completed expense form is ready to be signed, it will be sent to the appropriate host lab (or the person responsible for inviting the speaker). Please sign the form and return it to Diana Ramirez.
Note: if the approver (i.e. the host) is not in RW or ESC, the document may be scanned and sent via email. Later, the original signed expense reimbursement form must be returned to Diana Ramirez.

Policy information

For more information about U of T requirements, see the Guide to Financial Management
http://www.finance.utoronto.ca/gtfm/travel.htm