

Expense Reimbursement Instructions

In order to process your request, we require a signed, completed form with **original receipts** included.

Please remember to indicate your mailing address, email address, the currency you wish to be reimbursed in and use the enclosed addressed envelope to return these materials.

We need to receive all expense reimbursement documents within thirty days.

The following expenses can be claimed:

- Airfare
 - We require the following:
 - Itinerary and receipt which indicate the full cost of the flight.
 - Boarding passes for all legs of your flight.
- Taxi and Public Transportation
 - We require the following:
 - Receipts for taxi trips.
 - Transfer/ticket or receipts for public transportation.
- Car (Mileage, parking, car rental and gasoline expenses)
 - We require the following:
 - Receipts for car rental and parking
 - Gasoline expenses are reimbursed for rental car only.
 - Mileage for personal vehicle can be claimed using an online travel itinerary (e.g. Google Maps) which displays distance travelled. We reimburse up to a maximum of 500 km round-trip.
- Other travel expenses (e.g. visa application)
 - We require the following:
 - Receipt which indicates the cost of the visa application

If you have any questions, please contact Irene Poetranto at 1-416-946-8903 or email irene.poetranto@utoronto.ca.

Please return all documents to:

Attn: Irene Poetranto
Citizen Lab
Munk School of Global Affairs
University of Toronto
1 Devonshire Place

Toronto, ON M5S 3K7
Canada

Expense Reimbursement Checklist

- Indicated complete **mailing address** in the form
- Indicated **email address** in the form
- Indicated the **currency** for reimbursement (e.g. USD for US Dollars) in the form
- Signed** the form
- Included all **original receipts**