

**PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement**

<b>A. Key Principles .....</b>	<b>2</b>
<b>A.1 Funding, Legislation, and Other Restrictions</b>	<b>-</b>
<b>B.3 Approval Workflow and Roles and Responsibilities .</b>	<b>5</b>
<b>B.1</b>	



**A.3 Cash Advances**

For a cash advance, the employee must submit a request to the Finance Department. The request should include the purpose of the advance and the estimated amount. The Finance Department will review the request and, if approved, will issue the advance. The employee must submit receipts for the advance and a report to the Finance Department within 60 days of the advance. The Finance Department will then reimburse the employee for the advance.

**A.4 References and Contact Information**

The following table provides contact information for the Finance Department and the Travel & Expenses Reimbursement process.

## B. Guidelines

### B.1 Travel Payment Methods

#### B.1.1 Debit

Debit is the preferred method of payment for all travel expenses. Employees should use a personal debit card for all travel-related purchases. Corporate credit cards should not be used for travel expenses.

#### B.1.2 Wire Transfer

Wire transfers are used for international travel expenses. Employees should provide the recipient's name, address, and account information. The Finance Department will process the wire transfer within 5 business days of receipt of the invoice.

For more information, visit [http://www.cityofsanrafael.org](#)

---

#### B.1.3 Pre-Debit Card

Pre-debit cards are used for international travel expenses. Employees should provide the recipient's name, address, and account information. The Finance Department will process the pre-debit card within 5 business days of receipt of the invoice.

### B.2 Reimbursement Methods

Employees should submit their travel expense reports to the Finance Department. The Finance Department will process the reports within 5 business days of receipt.

Employees should submit their travel expense reports to the Finance Department. The Finance Department will process the reports within 5 business days of receipt. For more information, visit [http://www.cityofsanrafael.org](#).

Employees should submit their travel expense reports to the Finance Department. The Finance Department will process the reports within 5 business days of receipt. For more information, visit [http://www.cityofsanrafael.org](#).

Employees should submit their travel expense reports to the Finance Department. The Finance Department will process the reports within 5 business days of receipt. For more information, visit [http://www.cityofsanrafael.org](#).



**B.4 Supporting Documentation**

**B.1.1 Description**

This section contains information that is required to be submitted to the Department of Finance for reimbursement of travel and expenses.

## PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement

**Expense Report  
cont.**

**C. E**



**PROCEDURES FOR POLICY 2.16 –**

**PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement**

~~Web a p~~ ~~ispl J b k s~~  
~~1316 Air \$2,000,000~~ ~~h~~  
~~s ch~~

**C.1.4 Office**

~~Tä , U p L y d p~~ ~~o s i s k s~~ ~~en~~  
~~p~~

~~Pg~~ ~~h p~~ ~~- p k s~~ ~~2.3 ( 3-13.1 ( T y ( 16.4 ( 18.9 ( 1249 ( 16.4 ( 18 ( B)3.~~

PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement

	Canada (CAD)		United States (USD)		Outside North America (CAD)	
	1-30 days	31+ days	1-30 days	31+ days	1-30 days	31+ days
Breakfast	\$15.00	\$11.25	\$15.00	\$11.25	\$17.00	\$12.75
Lunch	\$20.00	\$15.00	\$20.00	\$15.00	\$28.00	\$21.00
Dinner	\$30.00	\$22.50	\$30.00	\$22.50	\$40.00	\$30.00
Daily Maximum	\$65.00	\$48.75	\$65.00	\$48.75	\$85.00	\$63.75

For 30 days or more, the maximum reimbursement is \$15.00 per day for breakfast, \$20.00 per day for lunch, and \$30.00 per day for dinner. For 31 days or more, the maximum reimbursement is \$11.25 per day for breakfast, \$15.00 per day for lunch, and \$22.50 per day for dinner. For travel outside North America, the maximum reimbursement is \$17.00 per day for breakfast, \$28.00 per day for lunch, and \$40.00 per day for dinner. The daily maximum reimbursement is \$65.00 for 1-30 days and \$48.75 for 31+ days in Canada, \$65.00 for 1-30 days and \$48.75 for 31+ days in the United States, and \$85.00 for 1-30 days and \$63.75 for 31+ days outside North America.

All receipts must be submitted to the Finance Department for reimbursement. Receipts must be dated and include the amount, date, and description of the expense. Receipts must be submitted within 90 days of the date of the expense. Receipts must be submitted in original form or as a scanned copy. Receipts must be submitted to the Finance Department at the following address: Finance Department, 1000 University Avenue, Toronto, Ontario M5S 1A5. Receipts must be submitted to the Finance Department at the following phone number: (416) 977-3111. Receipts must be submitted to the Finance Department at the following email address: [finance@utoronto.ca](mailto:finance@utoronto.ca).

- Visit to Call Centre at 416-977-3111 or [finance@utoronto.ca](mailto:finance@utoronto.ca).
- Visit to Finance Department at 1000 University Avenue, Toronto, Ontario M5S 1A5.

This document is for informational purposes only. It is not intended to constitute an offer of insurance or any other financial product. For more information, please contact your broker or the Insurance Department at 416-977-3111.

C.3.2. This document is for informational purposes only. It is not intended to constitute an offer of insurance or any other financial product. For more information, please contact your broker or the Insurance Department at 416-977-3111.

C.3.2. This document is for informational purposes only. It is not intended to constitute an offer of insurance or any other financial product. For more information, please contact your broker or the Insurance Department at 416-977-3111.

For more information, please contact your broker or the Insurance Department at 416-977-3111. This document is for informational purposes only. It is not intended to constitute an offer of insurance or any other financial product.

This document is for informational purposes only. It is not intended to constitute an offer of insurance or any other financial product.



**C.4 Other Eligible Expenses**

**E 11      63**

PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement

GENERAL

GENERAL  
C  
W  
C  
R

g

g

GENERAL Td T50.47 0 Td /P < ( g /P ( 01.157 3.1.1 ( 8 (-2.157 3. T(G)-7.1 ( N157 Td [( 13.2 ( 5P ( 01.1  
12.3 ( ( 3.1 ( [( )-7.1 ( 3.2 ( 12.3 ( ( 12.3 ( 1.1 ( 12.3 ( e8 (-2.11.1 )-8.9 ( 12.2 1 ( 12.2 3.1 8 ( T7

12.3 ( )2.9 ( 6.3 ( 8.1 ( ) TJ7.036157 Td [ t

T21 ( 12

.P1.1 ( 13.2 ( C)-15 RCT55( )8.9 ( ( 8 ( ) TJ47 0062 -1.157 Td[ 8 ( 1 ( 3.2 ( 13.2 ( 3.1 ( 8 ( 1.1 ( d]

PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement

E. ~~IN~~ ~~5 p~~

~~Th~~ ~~MP~~ 2.16 ~~T&~~

~~E~~ ~~Rn~~ ~~P~~ .

~~f~~ ~~P~~

~~f~~ ~~XUS~~

~~f~~ ~~L~~ , ~~b~~ ~~up~~ ~~in~~

~~f~~ ~~E~~ ~~C~~ ~~in~~ ~~total~~  
~~U~~

~~f~~ ~~H~~ ~~in~~ ~~tw~~  
~~EP~~ ~~Ad~~

~~f~~ ~~C~~

~~f~~ ~~F~~ ~~o~~ ~~W~~ ~~T~~ ~~C~~ , ~~b~~  
~~g~~ ~~o~~ ~~W~~ ~~T~~ ~~C~~

~~f~~ ~~P~~ ~~807~~ ~~g~~ ~~<~~ ~~/~~ ~~NC~~ ~~W~~ ~~g~~ ~~>~~ ~~24.4~~ ~~(~~ ~~g~~ ~~4~~ ~~-2.157~~ ~~Td~~ ~~02~~ ~~Td~~ ~~002~~ ~~@~~ ~~/~~ ~~L~~