



ONgrad | Travel Reimbursement Instructions

Students attending ONgrad who are located outside of the Greater Toronto Area can submit a request for travel reimbursement for a coach bus or rail, up to \$50 CAD.

Please read the following carefully to ensure that you follow the proper steps to receive this reimbursement.

- 1) Complete and sign the [Fields Reimbursement Claim Form](#), the following fields:
 - a. Event attended: ONgrad (July 5, 2019)
 - b. Travel dates (dates on your tickets)
 - c. Cheque Payable to
 - d. Mailing address for Payment
 - e. EXPENSES: Economy Air/Rail/Coach (should not exceed \$50)
 - f. Preferred currency for reimbursement (CAD)
 - g. Signature & Date

- 2) Provide the following documents:
 - a. proof of payment i.e. receipt
 - b. a copy of your ticket, to show that the trip took place
 - c. a copy of your event registration

- 3) The signed form together with all supporting receipts should be either:
 - a. Scanned and e-mailed (in attachment, as a PDF file) to:
expense-claims@fields.utoronto.ca

 - OR

 - b. Mailed to:
c/o Program Coordinator
The Fields Institute for Research in Mathematical Sciences
222 College Street, 2nd Floor

Reimbursement requests must be submitted promptly, within 2 weeks following the event, and absolutely no later than July 26, 2019.

Students who will be leaving the country at the end of July/beginning of August:

Please submit your claims immediately and note in bold letters in the body of the e-mail and on the form 1) that you will be leaving the country, and 2) by when you need to receive the payment. We will do our best to mail your reimbursement cheque to you quickly, however, it should be noted that if the claim (and relevant documentation) is received by Monday, July 8th, the cheque will likely be processed by July 17 and sent out in the mail then.

Questions? Write to: dina.savana@utoronto.ca