

## Financial Services Department

# FAST Tips

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## The Perfect Line Item Report

Have you created a line item report layout that meets your specific needs? Want to ensure that no one accidentally changes it?

Save your customized line item layout as a User-specific (personal) Default:

- *Save Layout* field: remove “/” prefix so it is not global (i.e., accessible to all users)
- *Name* field: Enter a brief description
- Select *User-specific* checkbox
- Select *Default setting* checkbox

Save Layout	FAST TIP
Name:	FAST TIP PERSONAL DEFAULT
	<input checked="" type="checkbox"/> User-specific <input checked="" type="checkbox"/> Default setting

### Learn More:

- **QRG:** Line Item Functionality  
<http://finance.utoronto.ca/wp-content/uploads/2015/11/lifunctionality.pdf>

## Do I require a paper copy of the Boarding Pass for expense claims? What if I am being reimbursed from a granting agency?

The University's travel policy requires an original paper copy of the Passenger Boarding Pass. A snapshot of a mobile boarding pass does not meet this requirement.

The University policy applies to everyone (excluding consultants) who incurs university travel expenses, and will only be overridden where granting agency guidelines or terms is stricter or imposes greater restrictions than the University guidelines.

### Learn More:

- **GTFM:** Travel Policy  
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#ScopePolicy>

## ONE-ON-ONE WORK SUPPORT

**Get HELP FAST** - Biweekly lunch time AMS support sessions - (FIS, HRIS, USHOP & RIS/MRA/MROL)

*LOCATION:* 256 McCaul St., Room 103

Tuesday, February 25th

12:30pm – 2pm

Wednesday, March 12th

11:30am – 1pm

## TRAINING

- FIS Workshop  
Updating CO Plans for Operating Budgets  
**Learn More:**  
<http://finance.utoronto.ca/fast/fis-training/courses-workshops-course-materials/workshops/>
- FIS Training Calendar  
<http://finance.utoronto.ca/events/category/training-support/>

## FAST STAFF

- Financial Advisory Services & Training (FAST)  
<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>
- Subscribe to AMS Listserv  
<https://easi.its.utoronto.ca/help/ams-listserv/>