

To Be or Not to AirBnB?

The FAST Team has been receiving an increase in enquiries regarding the eligibility and the documentation needed to reimburse claimants who have stayed at a host establishment booked through AirBnB instead of a hotel. Although not specifically addressed in the Guide to Financial Management (GTFM), the policies related to 'Accommodations' would apply. Reimbursement of AirBnB rental expenses would be eligible assuming they meet the guiding principles of being legitimate, reasonable and appropriate under the circumstances.

The GTFM policy requires the **original detailed statement of guest charges** from the host establishment whenever a claimant is being reimbursed for accommodations. If booked through a third party booking site (like Expedia), this information is still required along with the **order confirmation** showing credit card payment and travel dates.

The documentation to substantiate an AirBnB claim is comparable to a hotel or a third party booking site.

Specifically, the claimant must obtain the following documentation obtained from the AirBnB website:

1. **Receipts**, which indicate:

- Check In and Check Out dates
- Details and location of host establishment
- Total charges including taxes
- Credit Card used (only last 4-digits are displayed)

Note: If necessary, a credit card statement could be used to provide proof of payment.

2. **Email/message confirmation** (via AirBnB website) from the AirBnB host establishment substantiating that the claimant did stay at their establishment during the indicated period.

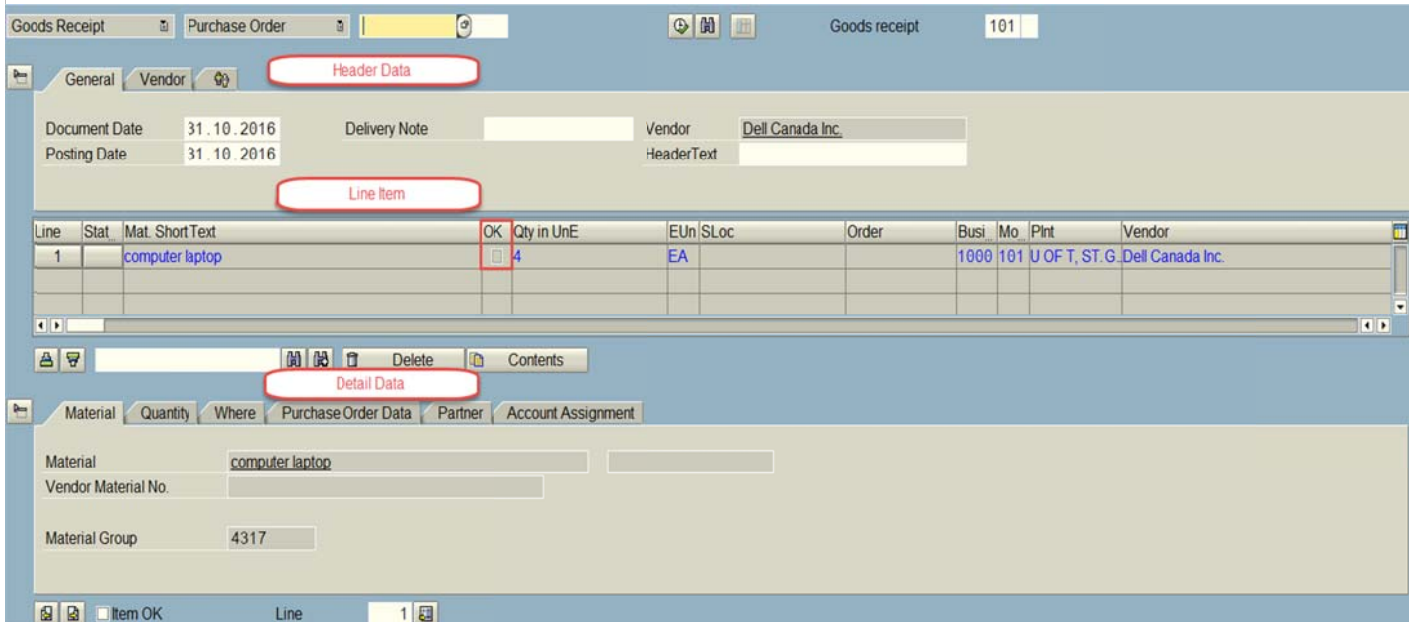
Please note that the University does respect the privacy of the claimant. Any personal information on the credit card statement that is not pertinent to the expense claim can be hidden/blacked out.


Learn More:

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

Have you ever received a delivery of goods related to a Purchase Order, and when you tried to select “OK” for the delivered item in the Goods Receipt Create screen wondered why the field was greyed out?

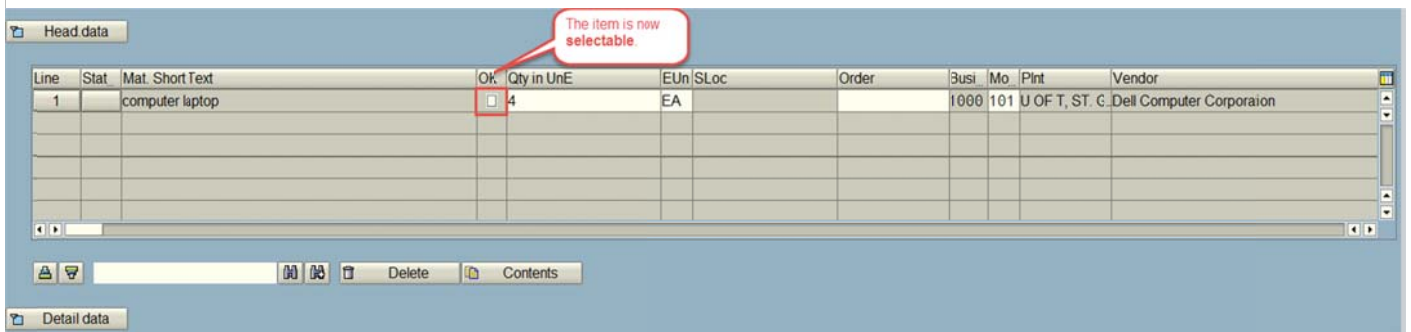
There are 3 distinct sections to in the MIGO – Goods Receipt screen, which include the **Header data**, **Line Item** and **Detail data**. When the line item and details section are both open, you will not be able to process a goods receipt since the line items are greyed out.



In order to process the Goods Receipt, all that needs to be done to access the line items is to click the  icon to **close the Details Data** section.

All line items are now selectable.

Line Item – After Detail Data tab Closed



Learn More:

- **Documentation & Support: Goods Receipt**
<http://finance.utoronto.ca/fast/support-documentation/logistics/goods-receipt/>

Update to GTFM Policy related to Approvals of Air/Rail Travel

The GTFM policy for air/rail travel has been recently updated to clarify the policy related to approvals of long flight segments. Specifically, long flight segments (i.e. exceeding 6 hours in duration) **require written approval prior to the travel booking by the head of the unit (principal, dean, director, chair or senior executive) OR one-up approval if the traveller is the head of the unit** if the flight expense is being reimbursed from a source **other than a research grant**.

Examples of non-research funds that apply:

- Operating Funds Centers
- P.I. Funds Centers
- PERA Funds (i.e. EXP-UTFA)
- Non-research restricted funds (e.g., endowed chairs)

If the expense is being reimbursed from a research grant, then the sponsor's applicable travel policy would apply.

Learn More:

- **GTFM:** Air and Rail Travel (Approvals)
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#airrailtravel>

ONE-ON-ONE WORK SUPPORT

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

LOCATION: 256 McCaul St., Room 103

Wednesday, November 2 nd	12:30pm – 2pm
Tuesday, November 22 nd	11:30am – 1pm

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- [FAST Tips Newsletter - Archive](#)

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