

FAST TIPS Newsletter

Financial Services



[January 2018 | Volume 5 | Number 1](#)

FAST Tips

Simulation



How to Process Receipts, Refunds
and Clear Refundable Deposits

*FAST Team,
Financial Services Dept.
University of Toronto*

A **new** look for a new year! Let us know what you think about our [FAST Tips makeover!](#)

Have you been waiting for an Expense Reimbursement Checklist to assist with Claims?

The much-anticipated **Expense Reimbursement Checklist** template is now available on the **FAST Team website**. We would like to **thank the end user group** who assisted with their feedback and ideas to make this into a multi-purpose, editable checklist.

The **overall goal of the checklist is to provide information needed by University employees, students and visitors prior to travel** to streamline the process when submitting expense claims related to UofT business activity, and increase compliance with relevant policy.

The checklist may:

- be a starting point for departments, who would like to customize it to meet specific reimbursement needs using MS Word
- assist travellers on U of T business as a guide to what expenses are eligible and the receipt requirements for reimbursable items
- act as a quick reference for Business Officers on policies related to reimbursements

Page one of this two-page checklist highlights required original receipts and supporting documentation for common reimbursement categories, such as airfare,

accommodations, meals and conference registration. The second page summarizes the relevant policy from the University's Guide to Financial Management (GTFM) policy.

You can find the checklist template at:



Expense Reimbursement Checklist

Are you looking for a place where you can easily search for FAST Tips articles?

The FAST Knowledge Centre is a new database containing all of the articles and videos from our FAST Tips newsletters since its inception in 2014, as well as other relevant content going forward. This evolving Knowledge Centre is organized by category, and has an intuitive search function.

Take a tour of the site: [FAST Knowledge Centre](#)



FAST KNOWLEDGE CENTRE



Search Articles...

General Ledger 11 Articles	Purchase Orders & Requisitions 13 Articles	Accounts Payable 19 Articles
Tax Codes 8 Articles	Navigation Tips & Tricks 10 Articles	Budget & Planning 7 Articles
Expense Reimbursements 25 Articles	Policy 17 Articles	Reporting 24 Articles
Master Records 9 Articles	General Information 3 Articles	

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St, room 103

Wednesday, February 7th | 11:30am - 1pm | FIS, RIS/MRA/MROL, uSOURCE

Tuesday, February 20th | 12:30pm - 2pm | FIS, HRIS

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

- [Faculty Representatives](#)

Requesting Ideas for FAST Tips Articles/Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

PROVIDE FEEDBACK

fast.help@utoronto.ca