



MEMORANDUM

To: Divisional Financial Officers via DFO listserv
Divisional Business Officers via AMS listserv

From: Financial Services Department

Date: February 24, 2020

Re: **Guide to Financial Management Update – February 24, 2020 [Ref. 2020-2]**

Guide to Financial Management Update – February 24, 2020

The following substantive updates were made to the Guide to Financial Management (GTFM) effective February 24, 2020:

Travel and Other Reimbursable Expenses - Policies and Guidelines:

<https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/>

The Travel and Other Reimbursable Expenses section has been updated with the following substantive changes:

- Reference to the Travel Centre has been removed throughout the guideline, other than within the section “Direct Billing to Departmental Accounts (Airfare Only)”;
- Specifically include seat reservation charges as an allowable expense;
- Add to the Accommodation section that there are Canadian Association of University Business Officers (CAUBO) negotiated rates available;
- Add to the Vehicle rental section that there are CAUBO-negotiated rates available; and
- Clarify that safety-related expenses for field work is an allowable expense.

For a complete listing of changes on February 24, 2020, refer to the Updates and Changes to the Guide to Financial Management page <https://finance.utoronto.ca/policies/gtfm/updates-gtfm/>

If you have any questions, please contact your FAST Team Faculty representative
<https://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>