



**Thursday, September 25, 2025
to
Saturday, September 27, 2025**

**10th Floor, Ontario Power Building
700 University Ave, Toronto, Ontario,
Canada**

Reimbursement Instructions

To submit an expense reimbursement to the University of Toronto, please follow the steps outlined below:

1. **Complete the [Expense Reimbursement Form](#)**
Ensure all required fields are filled out accurately.
2. **Include Original Receipts**
All expenses must be supported by original, itemized receipts.
 - For meals, the receipt must list all individuals present. **Please note that alcohol expenses are not reimbursable.**
 - If a receipt is missing, please complete a [Missing Receipts Form](#).
3. **Additional Documentation**
 - For travel-related expenses, include itineraries, boarding passes, or online confirmations for mileage claims.
 - Ensure your full mailing address is included on the form.
 - The name provided must match the name to appear on the issued cheque.

Submit the completed reimbursement package to the Department of Statistical Sciences at finance.statistics@utoronto.ca within **four weeks** of the expense being incurred.

Important Notice: Cheque Processing Delay

Due to the nationwide strike by the Canadian Union of Postal Workers (CUPW), effective September 26, 2025, cheque mailing will be delayed. Cheques will not be sent until Canada Post resumes normal operations.

Thank you for your attention to these guidelines. Should you have any questions, please don't hesitate to reach out at finance.statistics@utoronto.ca.