TTC Token/UTM Shuttle Reimbursement Form 2024/25

University of Toronto Scarborough Department of

CUPE 3902, Unit 1

Article 27:06

Employees required to perform their duties at a campus other than their affiliated campus shall be reimbursed for supervisor-approved travel expenses for all travel between campuses required for the performance of their duties. For St George/UTM travel reimbursement is a the rate of a return shuttle bus trip. For St George/UTSC or St George/UTIAS travel reimbursement is at the rate of a return TTC trip. For UTSC/UTM travel reimbursement is at the rate of a combined return TTC and shuttle bus trip.

return TTC and shuttle bus trip.		
Please complete this form along with the signed Expense Claim and return it to		
Claimant's name (please print):		
Supervisor's name (please print):		
Course code for your appointment:		
Tutorial:		
Lab:		
Practical:		
Dates Travelled by TTC or TTC/UTM Shuttle	Purpose of Travel	Travel Cost
		
	Total Travel 0	Cost:
I,, verigabove for the purposes of completing the performance of m	fy that I travelled between campuses to UTM via TTC or TTC/UTM shuttle on the y duties as per my Teaching Assistant / Course Instructor contract.	dates listed
I,, acknowledge and understand that I cannot claim travel expense reimbursement from multiple departments for same day travel between the same campuses.		
Signature of Claimant:		
Contact Phone Number:		
Email Address:		
Signature of Supervisor:		