

## OUI Orientation Travel Expense Reimbursement Policy

The OUI program office will reimburse its students for parts of their travel costs to and from orientation.

### Eligibility criteria:

- We cannot process reimbursements for transportation on public carriers without the actual tickets
- Scans, copies or faxes of the reimbursement form and/or tickets/receipts are **not** accepted. Please submit the originals by post after you returned home, along with the reimbursement form.
- OUI will only pay for the cheapest available economy travel option by bus, train or car
- We do **not** cover:
  - o Flights
  - o Rental cars
  - o Overnight stays
  - o First class travel of any kind
  - o Meals and parking tickets
  - o Taxis
- We only reimburse travel from within Ontario
- For travel by bus or train: you need to submit both tickets along with a receipt if the price is not shown on the tickets
- For travel by car: you need to submit a gas receipt showing the amount of gas, cost, date and location. We only reimburse gas used for travel to/from orientation

If you are in doubt if an expense will be covered it is always best to contact the program office *before* making the purchase.

**The Program Office has the right to withhold reimbursement for items that are ineligible for reimbursement.**



270K&L York Lanes, York University, 4700 Keele Street, Toronto, Ontario, M3J 1P3  
 Tel 416 736 2100 ext. 40006 or 22919 Fax 416 736 5709  
 OBW [obw.ouinternational.ca](http://obw.ouinternational.ca) OJS [ojs.ouinternational.ca](http://ojs.ouinternational.ca)  
 OIN [oin.ouinternational.ca](http://oin.ouinternational.ca) ORA [ora.ouinternational.ca](http://ora.ouinternational.ca)  
[apoleszczuk@ouinternational.ca](mailto:apoleszczuk@ouinternational.ca) or [dtodd@ouinternational.ca](mailto:dtodd@ouinternational.ca)

## Expense Reimbursement Form

We will reimburse 50% of your travel costs to and from orientation. Please return this form to the Program Office at the address above, along with **original** tickets and receipts. *We are only able to reimburse travel costs for students traveling more than 250 km one way. We will not reimburse rental cars, taxis and airfares. Please travel the most economical way.*

**Important Note: We cannot process reimbursements for transportation on public carriers without the actual original tickets.**

Your name: \_\_\_\_\_

I am an      OBW student      OJS student      OIN student      ORA student  
 (please circle)

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address to which reimbursement should be mailed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list the expenses for which you are requesting reimbursement

Date	Description	Amount
<b>Total Amount</b>		
<b>Amount Reimbursed (to be filled in by Program office)</b>		

I agree that the Program Office will reimburse me for 50% of the travel costs. The Program Office has the right to withhold reimbursement for items that are ineligible for reimbursement. The total amount will be reduced accordingly. The Program Office will state the amount to be reimbursed in the grey area of the table above.



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[apoleszczuk@ouinternational.ca](mailto:apoleszczuk@ouinternational.ca) or [dtodd@ouinternational.ca](mailto:dtodd@ouinternational.ca)

**Signature:**

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**Date:**

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