

INSTRUCTIONS for Submitting an Expense Reimbursement Form

- Please save a copy of your expense reimbursement form to your computer prior to filling them out for future use. In some instances, the forms will not work properly if they are not saved first. (Mac Users)
- These are PDF fillable forms and require certain software to be able to use properly. Adobe reader works the best, but there are free options online such as ilovepdf.com and sodapdf.com.
- There are scanning apps for iPhones and Androids such as [Scanner Pro](#) that will make scanning the receipt clearer and more legible for the accountants, please use one in replace of taking pictures *whenever possible*. This still requires the use of your camera on your phone, just like you were taking a picture, it just comes in clearer and deletes any background outside of the document parameters.
- Please use a **non-TDSB** email when submitting your forms and receiving e-transfers.
- For questions about an expense reimbursement form, or to confirm if your expense reimbursement form has been received, please email the Toronto OT Local Treasurer at gailjames@ica.net
- Ensure to scan your receipts and attach them to the form and submit them together in the same email directly to the accounting email: etfo.otl.toronto@dext.cc
- The forms and receipts must be sent as one document. This can be accomplished using the programs noted above.
- If your receipts are not received within thirty days of the event, your reimbursement will not be processed.
- Expense reimbursements will now be sent by way of e-transfer. If you do not prefer this option, please email the Toronto OT Local Treasurer at gailjames@ica.net to make alternate arrangements. Please note, the processing time for receiving a cheque is more significant and therefore the wait time will be longer. You can set up your online bank account for auto-deposit so that your e-transfers will be automatically deposited into your account, otherwise, you will have to set up a question and answer to receive your funds. The set-up for auto- deposit is quite simple but contact your bank if you have trouble with this.

PLEASE EMAIL FORM AND RECEIPTS TO: etfo.otl.toronto@dext.cc