



CHEM ENG NEWS

Department of Chemical Engineering and Applied Chemistry
University of Toronto

Vol. 26, No. 30, August 14, 2009

ANNOUNCEMENTS:

Graduate Orals/Reading Committees:

Ph.D. Reading Committee Meeting – S. Mahajan, Tuesday, August 18, 2009, WB115, 2:00 p.m.

Research Topic: PROTEOMIC ANALYSIS OF PHANEROCHAETE CARNOSA - A NOVEL SOFTWOOD DEGRADING FUNGUS

Committee: Chair - R. Mahadevan; Supervisor - E.R. Master; Other Member - E.A. Edwards

Financial Procedures:

Expense Reimbursement – Air Travel – A reminder to everyone that when you travel by air, you must submit with your expense reimbursement request, any invoices, or receipts, or e-itinerary information received (i.e., anything that shows the price paid for the air fare and proof of payment), and you MUST ALSO SUBMIT your boarding passes. Other Expenses – Be sure to get and retain all original receipts to submit with your request for reimbursement. Receipts show what was purchased and any taxes paid. Debit card or credit card transaction records ARE NOT RECEIPTS and will not be accepted as such. If an establishment does not offer a receipt, be sure to ask for one.

Foreign Exchange – when you make a payment in anything other than Canadian dollars, as well as the receipt, you should also submit proof of the exchange rate paid. This can be the receipt that is issued when you buy money for your travel or a copy of your credit card statement showing the Canadian dollar value actually paid. If you do not submit “proof” of the exchange rate, then we will take our “system rate”, and that rate is usually slightly lower than the rate you actually paid.