

**TTC Token/UTM Shuttle Reimbursement Form**  
**University of Toronto Mississauga**  
**Department of English and Drama**  
**CUPE 3902, Unit 1**

Please complete this form and return it to the Chair's Assistant of English and Drama, Maanjiwe Nendamowinan Building, RM 5284. If you have chosen to be reimbursed rather than receive UTM Shuttle Bus tickets you need to also complete an Expense Reimbursement form and submit it with this form. Expense Reimbursements will only be processed once at the end of each term. Travel reimbursement is at the maximum rate of a shuttle bus ticket per one-way trip (currently \$7.00 or \$14.00 round trip).

Claimant's name (please print):	
Supervisor's name (please print):	
Course Code for your Appointment:	
Tutorial:	
Practical:	
<b>Dates Travelled by: TTC or TTC/UTM Shuttle</b>	<b>Purpose of Travel</b>

Dates Travelled by: TTC or TTC/UTM Shuttle	Purpose of Travel
<b>TOTAL REIMBURSEMENT:</b>	

I, \_\_\_\_\_ verify that I travelled between campuses to UTM via TTC or UTM Shuttle bus on the dates listed above for the purposes of completing the performance of my duties as per my Teaching Assistants/Course Instructor contract.

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: \_\_\_\_\_