

DISCLOSURE OF TRAVEL AND EXPENSES POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Finance
Approval Date:	June 30, 2021
Effective Date:	June 30, 2021
Policy Owner:	Vice President, Administration and Chief Financial Officer
Policy Administrator:	Director, Business and Financial Services

Objective:

NorQuest College (college) is accountable for the effective and appropriate use of funds expended in its operations. This policy is established in order to demonstrate commitment to transparency and accountability to college stakeholders and the public through a routine public disclosure of expenses reimbursed to senior college officials.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy:

The college will provide a routine public disclosure of information regarding travel, hospitality, and working session expenses reimbursed to Senior College Officials.

Expense reports will be published on the college public website on a quarterly basis subject to excluding personal information that would normally be withheld under the *Alberta Freedom of Information and Protection of Privacy Act*. Publication will occur within ten (10) business days past the 1st of the month.

Expense reports for the current and prior fiscal year (commencing December 2012) will be available on the college public website.

Reports for reimbursed expenses by means of procurement card or personal expense claim will be generated directly from the college financial system to demonstrate authenticity of disclosed information and will provide the following information:

- name and position of the Senior College Official who incurred the expense;
- purpose of the activity
- date of the transaction(s);
- transaction amount(s); and
- expense categories
 - travel
 - transportation,
 - accommodations,
 - meals and
 - incidentals
 - hospitality

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

- working sessions
- professional development including memberships
- other business expenses

Senior College Officials: includes members of the NorQuest College Board of Governors, President and CEO, and Vice Presidents.

- [Hosting Procedure](#)
- [Travel and Business Expense Policy](#)
- [Travel and Related Expenses Procedure](#)
- [Procurement Card Procedure](#)

- [Freedom of Information and Protection of Privacy Act](#)

May 2025

October 2012: new
 August 2013: update for document links and branding
 November 2014: update for document standards
 July 2015: update document standards, document links and next review date
 May 2017: scheduled review; add reference to *Fiscal Planning and Transparency Act*
 August 2019: Compliance Office template & reorganization update
 June 2021: amended disclosure frequency, and updated expense report requirements and reference to related information.