

Travel and Business Expense 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	May 31, 2023
Effective date	May 31, 2023
Policy owner	Vice President, Administration and Chief Financial Officer
Policy administrator	Director, Financial Services & Controller

Objective

The objective of this policy is to ensure that NorQuest College (college) employees are aware of and understand the limits and expectations associated with incurring expenses while traveling or supporting business operations.

College employees follow policies and procedures that clearly outline the limits, expectations and necessary measures to mitigate risk and maintain control over the financial plans and activities of the college.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 7](#), which delegates responsibility for the college's financial planning and operational activities to the President and CEO and [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 recognizes the need for staff to travel on college business or incur business expenses in the performance of their academic or administrative responsibilities.

College employees authorized to incur such expenses are responsible for ensuring prudent and responsible management of the college's financial resources and its assets, and that expenses are incurred in a cost-efficient manner with due regard for the college's accountability to the public.

Definitions

N/A.

Related information

NorQuest College

- [Delegation of Signing Authority Procedure](#)
- [Disclosure of Travel and Expenses Policy](#)
- [Goods and Services Procurement Procedure](#)
- [Hosting Procedure](#)
- [Procurement Card Procedure](#)
- [Procurement Policy](#)
- [Signing Authority Policy](#)
- [Travel and Related Expenses Procedure](#)
- [Travel & Related Expenses for Executive/Deans/Directors Procedure](#)
- [Vehicular Travel Procedure](#)

External

- N/A

Next review date

May 2027

Revision history

Date	Version Number	Action
May 2012	V1	New.
August 2013	V2	Update for document links and branding.
November 2014	V3	Update for document standards.
May 2015	V4	Reviewed and approved as per Policy and Procedure Framework.
June 2019	V5	Reviewed as per the Policy and Procedure Framework Procedure, and updated document links.
August 2019	V6 (Published as V5-C)	Compliance Office template & reorganization update.
May 2023	V7	Reviewed to add links to new procedures.