

## 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.

<b>Functional Category:</b>	Finance
<b>Approval Date:</b>	May 31, 2012
<b>Effective Date:</b>	May 31, 2012
<b>Policy Owner:</b>	Vice President, College Services and Chief Financial Officer
<b>Policy Administrator:</b>	Director, Integrated Planning and Financial Services

<b>Objective:</b>	<p>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.</p> <p>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.</p> <p>Authority to establish this policy is derived from the <a href="#">NorQuest College Board of Governor's Policy No. 7</a>, which delegates responsibility for the college's financial planning and operational activities to the President and CEO and <a href="#">Policy No.5</a>, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
<b>Policy:</b>	<p>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.</p> <p>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.</p>
<b>Definitions:</b>	N/A
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Disclosure of Travel and Expenses Policy</a></li> <li>• <a href="#">Goods and Services Procurement Procedure</a></li> <li>• <a href="#">Procurement Card Procedure</a></li> <li>• <a href="#">Procurement Policy</a></li> <li>• <a href="#">Signing Authority Policy</a></li> <li>• </li> </ul>
<b>Related Procedures:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Hosting Procedure</a></li> <li>• <a href="#">Travel and Related Expenses Procedure</a></li> </ul>
<b>Next Review Date:</b>	May 2019
<b>Revision History:</b>	<p>May 2012: New          August 2013: update for document links and branding          November 2014: update for document standards          May 2015: reviewed and approved as per Policy and Procedure Framework.</p>