



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	December 11, 2024
Effective date	December 11, 2024
Policy owner	Vice President, Administration and Chief Financial Officer
Policy administrator	Director, Financial Services and Controller

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

Definitions

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

Related information

NorQuest College

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

External

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

Next review date

December 2028

Revision history

Date	Version Number	Action
October 2012	V1	New
August 2013	V2	Update for document links and branding
November 2014	V3	Update for document standards
July 2015	V4	Update document standards, document links and next review date
May 2017	V5	Scheduled review; add reference to <i>Fiscal Planning and Transparency Act</i>
August 2019	V6 (published as V5-C)	Compliance Office template & reorganization update
June 2021	V7 (published as V6)	Amended disclosure frequency, and updated expense report requirements and reference to related information
December 2024	V8	Removed date when reports began being available on website