

administration • reference memo

- keywords:**
- **BOARD POLICY**
 - **EXPENSES**
 - **REIMBURSEMENT**

Ref: Board Policy 38
Board By-law 206
Board Resolution 310
Admin.Ref. Memo. 1016

It is the policy of the College that all employees using their personal cars for authorized travel on behalf of the College shall be reimbursed at the rate authorized by the Board under By-law 206.

The College will pay expenses incurred by employees on authorized College business. Any person who shall be requested to undertake service on behalf of the College through appointment to a special committee, duly established by motion of the College Board, shall be reimbursed for out-of-pocket expenses incurred in the execution of their responsibilities to the College, at the rates currently applicable to members of the College Board. However, no person shall receive pay or other form of remuneration for such voluntary service to the College.

Moving expenses will not normally be paid. The President may authorize payment of up to 10% of the position salary for moving expenses related to filling positions under By-law 213. The Board may authorize payment for moving expenses related to the filling of the position(s) of President and administrators hired under Policy 35.

Claims for reimbursement of expenses shall be submitted on the prescribed forms of the College, and shall be subject to the approval of the Chief Financial Officer and Bursar.