

	Policy No.	Officer Responsible		
	B. 208	President		
	Policy Name	Expenses Reimbursement		
Approved by	Replaces	Category	Next Review	
Board	Memo 13	A	April 2019	
Date Issued	Date Revised	Related Policies, Reference		
April 19, 2016		B.302, B.306, B.510, B.501, E.207,		

It is the policy of the University that all employees using their personal cars for authorized travel on behalf of the University shall be reimbursed at the rate authorized by the Board under Policy B.306.

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

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 Policy B.501. The Board may authorize payment for moving expenses related to the filling of the position(s) of President and administrators hired under Policy B.510.

Claims for reimbursement of expenses shall be submitted on the prescribed forms of the University, and shall be subject to the approval of the Vice-President, Finance and Administration.