

Policy Title:	Travel and Other Expenses
Policy ID:	4-414
Manual Classification:	Section 4 – Finance and Facilities
Approved by Board of Governors:	March 14, 2023
Effective Date:	March 14, 2023
Next Review Date:	January 2026
Contact for Procedure Interpretation:	Vice President, Corporate Finance

1.0 – Policy Overview

This policy is intended to ensure compliance with Ministry expense directives and the College's integrity with regard to the spending of public funds.

2.0 – Purpose

The purpose of this policy is to:

- a) set out rules and principles for the Reimbursement of travel, meals, hospitality and other expenses to ensure fair and reasonable practices;
- b) provide a framework of accountability and transparency to guide the effective oversight of public funds in the Reimbursement of expenses that support College objectives; and
- c) ensure that Fleming College complies with the Broader Public Sector Expenses Directive.

3.0 – Definitions and Acronyms

Reimbursement: Includes employee expense reports as well as College credit card reports.

4.0 – Scope

This policy applies to all College employees, Board members, appointees, volunteers, consultants and contractors engaged by the College.

5.0 – General Principles

5.1 - The College recognizes that all employees, Board members and appointees should be reimbursed for appropriate travel and related expenses.

5.2 - The College will adhere to all Ministry expense directives.

5.3 - Specific procedures shall be developed in order to ensure prompt and accurate payment

and to maintain financial control and record of such disbursements.

5.4 - The President has the authority to establish additional rules regarding expenses and may modify the rules or level of approval upward to a more senior level.

6.0 – Related Documents

- Broader Public Sector Expenses Directive
- Board Procedure #BP-002, Expenses Regarding Governor Travel

7.0 – History of Amendments & Reviews

Date	Activity
March 1996	Original Policy Approved
June 2005	Reviewed and updated
May 2011	Reviewed and updated
March 2013	Reviewed
December 2017	Reviewed
January 2021	Reviewed
March 2023	Reviewed and updated