

PUBLIC DISCLOSURE OF TRAVEL AND EXPENSES

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	B. Financial / Administrative
Parent Policy:	B21
Approval Date:	October 13, 2015
Effective Date:	October 13, 2015
Procedure Owner:	Chief Financial Officer

Overview:	
Procedures:	<p>Expense reports must, at a minimum, include the following components:</p> <ul style="list-style-type: none"> ● name and position of individual who incurred the expense; ● date of transaction(s); ● transaction amount(s); ● expense category (travel, including transportation, accommodation, meals and incidentals; ● and hospitality); ● description and rationale; ● supporting documentation (receipts). <p>Information that would normally be withheld under the <i>Freedom of Information and Protection of Privacy Act</i>, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.</p> <p>Reporting requirements shall include:</p> <ul style="list-style-type: none"> ● Expense reports: Expense reports will be generated directly from the College's financial system to demonstrate integrity and authenticity of disclosed information. Summarized monthly expenses and fiscal year to date expenses will be posted on the College's website. ● Reports for reimbursed expenses: Reports will be made available on the College's website on a quarterly basis, within one month and 10 business days past the end of the quarter.
Definitions:	
Related Information:	B300 11PR Travel Expense

Review Period:

3 years

Revision History:

New: 2012

Revised: 2013

Revised: October 2015