
Reimbursement of the President's Expense Claims Procedures

Policy Sponsor:	The Governors of Athabasca University
Name of Parent Policy:	N/A
Policy Contact:	N/A
Procedure Contact:	University Secretary
Effective Date of Procedures:	May 27, 2011
Review Date:	These procedures will be reviewed annually.

Purpose

To provide clarification regarding the process required for reimbursement of the President's expenses.

Definitions

N/A

Procedure

The President's expenses will be reimbursed in accordance with the following procedures:

1. All expense claims will be submitted to the University Secretary and must be accompanied by original receipts unless otherwise specified.
2. The University Secretary will confirm compliance of the expenses in accordance with the terms of the President's contract and the [Travel and Expense Claim Policy](#).
3. The University Secretary will submit expense claims to Financial Services for processing/reimbursement. The Manager, Financial Operations will also review the President's expense claims to confirm compliance with the [Travel and Expense Claim Policy](#).



4. The Manager, Financial Operations will prepare, on a quarterly basis, a presidential expense summary.
5. The presidential expense summary and claims, containing evidence of Items 2 and 3 above, will be submitted to the Chair of The Governors of Athabasca University (BOG) for approval.

Applicable Legislation and Regulations

[Post-Secondary Learning Act](#), R.S.A. 2003, c. P-19.5

Related References, Policies, Procedures and Forms

[Travel and Expense Claim Policy](#)

History

AUGC Executive Committee, May 27, 2011, Motion # 269-6 (revised)
AUGC Governance Committee, September 14, 2006, Motion No. 7-5