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## Reimbursement of the Governors of Athabasca University Chair and Vice Chair's Expense Claims Procedures

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

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### **Purpose**

To outline the process for reimbursement of the Governors of Athabasca University (the Board), Chair and Vice Chair's expenses.

### **Definitions**

**Chair**                      The Chair of the Board

**Vice Chair**                The Vice Chair of the Board

### **Procedure**

The Chair and Vice Chair's expenses will be reimbursed in accordance with the following procedures:

1. The expense summary and claims for the Chair, containing evidence of compliance with items 4 and 5 below, will be submitted to the Vice Chair for approval.
2. The expense summary and claims for the Vice Chair, containing evidence of compliance with items 4 and 5 below, will be submitted to the Chair for approval.



3. All approved summaries and expense claims will be submitted to the University Secretary. Original receipts must also be submitted to the University Secretary.
4. The University Secretary will confirm compliance of expenses in accordance with the [Travel and Expense Claim Policy](#) and [The Governors of Athabasca University Remuneration Policy](#).
5. The University Secretary will submit expense claims to Financial Services for processing/reimbursement. The Manager, Financial Operations will also review the expense claims to confirm compliance with the [Travel and Expense Claim Policy](#).
6. The Manager, Financial Operations will prepare, on a quarterly basis, an expense summary.

### **Applicable Legislation and Regulations**

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

### **Related References, Policies, Procedures and Forms**

[The Governors of Athabasca University Remuneration Policy](#)  
[The Governors of Athabasca University Remuneration Procedures](#)  
[Travel and Expense Claim Policy](#)

### **History**

AUGC Executive Committee, May 27, 2011, Motion # 269-5 (revised)  
AUGC Governance Committee, September 14, 2006, Motion # 7-6 (approved)