
The Governors of Athabasca University Remuneration Procedures

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

Purpose

To outline the procedures for submitting and approving expense claims of Board Members.

Definitions

Board Members Means a member of The Governors of Athabasca University (Board)

Procedure

1. All expense claims must be accompanied by original receipts except where stated otherwise.
2. Claimants may claim only expenses that they have personally incurred and cannot claim for those of other Board Members. Claims may also include expenses incurred by the Board Member's spouse when they have been invited by the Board or its Chair to accompany their spouse to a function or meeting. Expense claim forms are available from the University Secretariat or online at: <http://intra.athabascau.ca/forms/expenses.pdf>
3. Claims by Board Members will be submitted to the University Secretary for approval.



4. All expenses other than those relating to attendance at Board meetings or events at which either the Board Chair or University President have requested attendance must have prior approval from the University Secretary. In approving extraordinary requests, the University Secretary will consult with the Board Chair as appropriate.

5. The Board Member and the individual who approves payment are responsible for ensuring that claims for expenses are in accordance with these procedures and the related policy, as well as the Athabasca University [Travel and Expense Claim Policy](#), and have been incurred for Athabasca University purposes only.

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](#)
[Travel and Expense Claim Policy](#)

History

AUGC Executive Committee, May 27, 2011, Motion # - (Associated policy approved)