

<b>The Governors of Athabasca University Remuneration Procedure</b>			
<b>Parent Policy</b>	The Governors of Athabasca University Remuneration Policy		
<b>Policy Sponsor</b>	The Governors of Athabasca University	<b>Category</b>	Board
<b>Policy Contact</b>	University Secretary	<b>Effective Date</b>	June 9, 2020
<b>Procedure Contact</b>	University Secretary	<b>Review Date</b>	June 9, 2025

### 1. Purpose

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

### 2. Scope

This Policy applies to expenses incurred by a Board Member

### 3. Definitions

<b>Board Member</b>	Means a member of the Governors of Athabasca University
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### 4. Guiding Principles

**4.1** All expense claims must be accompanied by original receipts except where stated otherwise.

**4.2** 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.

**4.3** Claims by Board Members will be submitted to the University Secretary for approval.

**4.4** 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.

**4.5** 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 Expense Reimbursement Policy, and have been incurred for Athabasca University purposes only.

**5. Applicable Legislation and Regulations**

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

**6. Related Procedures/Documents**

[The Governors of Athabasca University Remuneration Policy](#)

[Expense Reimbursement Policy](#)

[Expense Reimbursement Procedure](#)

[Expense Reimbursement Procedure – Appendix A](#)

**History**

<i>Date</i>	<i>Action</i>
June 9, 2020	Technical Update for new Policy Framework
May 27, 2011	AUGC Executive Committee, Motion # - (Associated policy approved)