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## Tutor Travel and Expense Claim Policy

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<b>Policy Sponsor:</b>	Vice-President, Finance and Administration
<b>Policy Contact:</b>	Director, Financial Services
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	January 22, 2015
<b>Approval Group:</b>	The Governors of Athabasca University
<b>Approval Date:</b>	January 22, 2015, Motion # 194-03
<b>Review Date:</b>	Annually
<b>Procedure:</b>	<a href="#">Tutor Travel and Expense Claim Procedures</a>

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### **Purpose**

This policy establishes the administrative principles associated with reimbursement of approved Athabasca University (the University) business travel expenses and eligible out-of-pocket business expenses incurred by tutors employed by Athabasca University while conducting University business.

Eligible expenditures for all other employees are covered under the General Travel and Expense Claim Policy.

Tutors are advised to consult the Tutor Travel and Expense Claim Procedures for additional information regarding specific eligible expenses.

### **Definitions**

**Allowance** Non-taxable method of reimbursement of costs incurred for telephone and internet expenses for tutoring based on assessment of costs, including GST.

**CAUBO** Canadian Association of University Business Officers.



<b>Designated Signing Officer</b>	For the approval of Expense Claims, the Designated Signing Officer will normally be the Tutor's department head or an individual designated by the department as having delegated departmental expenditure approval responsibility. Further, individuals in subordinate reporting relationships to the claimant do not qualify as Designated Signing Officers. (See Delegation of Financial Signing Authority Policy.)
<b>Executive Officer</b>	Includes the University President and Vice-Presidents.
<b>Expense Claim</b>	Refers to Authorization Reports, Advances or Expense Reports submitted electronically via the Travel and Expense Module.
<b>Original Receipt</b>	The detailed receipt provided by the merchant or supplier. Credit card account statements and original VISA, MasterCard and other credit card payment vouchers do not detail items or services purchased and alone are not considered original receipts.
<b>Tutor</b>	When not modified, the word "tutor" refers to individualized study tutors, academic experts and markers. Individualized study tutors, academic experts, markers and grouped study course tutors (grouped study course tutors include study circle tutors) are designated in the collective agreement between Athabasca University and Canadian Union of Public Employees (CUPE) Local 3911.
<b>University Business</b>	Approved activities in support of the Athabasca University mission.
<b>University Business Expense</b>	Reasonable (fair and moderate) out-of-pocket costs incurred by Athabasca University Tutors while engaging in University business.

## **Policy Statements**

### **1. General**

Athabasca University will reimburse Tutors for reasonable expenses incurred for University related travel and eligible out-of-pocket business expenses.

Alcohol related expenses will not be reimbursed under this policy (refer to Hospitality Expense Policy and Procedures).

All expenditures under this policy must be made with due regard to economy and effectiveness in the stewardship of the University's financial resources.



All reimbursement under this policy must be in full compliance with applicable legislation, other related Athabasca University policies and procedures.

To qualify for reimbursement, travel and expenses must be for approved University Business Expenses.

Any exceptions to this policy must have written approval of the Director, Financial Services.

### **Applicable Legislation and Regulations**

[Alberta Financial Administration Act](#)

[Alberta Fiscal Management Act](#)

[Alberta Post-Secondary Learning Act](#)

[Income Tax Act](#)

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

[CUPE Collective Agreement](#)

[Delegation of Expenditure Approval Authority Policy](#)

[Travel and Expense Claim Policy](#)

[Mapquest](#)

[CUPE Professional Development Allowance Guidelines Policy](#)

[Purchasing Policy](#)

Hospitality Expense Policy

[Telework Policy for Academic Staff](#)

Travel and Expense Claim Module Step Sheets and Other Resources

[Tutor Travel and Expense Claim Procedures](#)

<http://www.caubo.ca>

<http://www.oanda.com>

### **History**

The Governors of Athabasca University, January 22, 2015, Motion # 194-03 (revised)

Executive Group, February 14, 2006 (revised)

President, April 5, 2004 (revised)

President, December 12, 2003 (revised)

February 14, 2000 (revised)

January 1, 1997 (approved)