

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: **Travel, Meal and Hospitality Expenses**

EFFECTIVE DATE: January 21, 2025

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to all employees, students, guests, volunteers and members of the Board of Governors of The Canadore College of Applied Arts and Technology (“Canadore” or “the College”) who submit a travel, meal or hospitality expense claim and/or receive reimbursement of travel, meal or hospitality expenses.

2. PURPOSE AND PRINCIPLES

2.1 The purpose of this policy is to provide guidance when incurring and claiming reimbursement for travel, meal or hospitality expenses.

2.2 This policy reflects the provisions of the Broader Public Sector (BPS) Expenses Directive and its four key principles:

1. **Accountability:** All travel and expense claims submitted by employees, or expenses incurred by the College must be the result of college business activity.

2. **Transparency:** All rules and policies surrounding travel, meals and hospitality and employee reimbursement for these expenses are available to employees and the public on the College web site.

3. **Value for Money:** College funds must be used prudently and safeguarded. All expenses incurred must be in support of the College’s objectives, must be economical with due regard for health and safety, and must have appropriate approvals before being spent.

4. **Fairness:** Legitimate and authorized expenses incurred by employees while on college business will be reimbursed. An employee should not incur a financial loss as a result of providing authorized college business.

3. POLICY

- 3.1 This policy is subject to the Broader Public Sector (BPS) Expenses Directive and the BPS Accountability Act.
- 3.2 Reasonable and appropriate expenses, as set out in this policy, are expenses that:
- are work related, and incurred on official business;
 - are modest and appropriate, representing prudent use of college funds;
 - do not involve alcoholic beverages except for one-time hospitality events with prior written approval from the President; and
 - strike a balance between economy, health and safety, and efficiency of operations.
- 3.3 Travel expenses include transportation, meals, accommodations and associated expenses such as business calls, computer access charges, and internet connections provided they are necessary, economical, and supported by receipts.
- 3.4 Hospitality is the provision of food, beverages, accommodations, transportation or other amenities paid out of public funds to individuals who do not work for the College.
- 3.5 The College assumes no obligation to reimburse expenses that are not in compliance with this policy.

4. ROLES AND RESPONSIBILITIES

4.1 Board of Governors

The Board of Governors is responsible for the initial approval of this policy and subsequent amendments.

4.2 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented, and that compliance is monitored.

5. EVALUATION

This policy will be reviewed by the Board of Governors every 3 years.

6. REFERENCES

[Broader Public Sector Expenses Directive](#)