

Policy Number:	8004
Policy Title:	Travel and Entertainment Expense Management
Approved by:	President
Approval date:	August 24, 2020
Effective date:	August 24, 2020
Review date:	June 30, 2020
Next review date:	June 2025

Policy Statement

Employees of University Canada West (the “**University**”) may from time to time be required to travel and entertain clients and business partners of the University for work purposes.

Purpose

The purpose of this Travel and Entertainment Expense Management Policy (this “**Policy**”) is to provide guidelines, and establish procedures, for the reimbursement of travel and entertainment expenses incurred by employees in the course and scope of performing their duties for the University.

Reasonable, necessary and legitimate work-related travel and entertainment expenses will be reimbursed strictly in accordance with this Policy. Employees should accordingly ensure they are familiar with the guidelines and procedures in this Policy before incurring any travel and entertainment expenses.

Scope

The Policy applies to all employees of the University, including administrators, faculty and staff.

Related policies

Policy Number	Policy Title
8003	Standard of Conduct

Associated procedure

Procedure Number	Procedure Title
8004p	Travel and Entertainment Expense Management

Responsibility

The Director, People & Culture (Human Resources) has responsibility for the decisions related to this policy.