



BB XX President's Expenses

Classification:	Finance
Responsible Authority:	Vice President Finance & Administration
Executive Sponsor:	Vice President Finance & Administration
Approval Authority:	Board of Governors
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Mandatory Review Date:	2025-06-30

PURPOSE

The purpose of the President Expenditures Policy is to ensure travel, hospitality and other business expenditures incurred on University business by the University President are effectively managed, support the University's mission and are controlled in a fair, consistent, and expedient manner.

SCOPE

This policy establishes procedures and approvals specific to the President's expenses and the timing and contents of reports to the Board of Governors Human Resources Committee (the "Committee") on these expenses.

This Policy and any related procedures and guidelines apply to all President Expenses paid for by, or for which compensation will be sought from, the University directly, or from any funds administered by the University, regardless of the source of such funds.

DEFINITIONS

President Expenses: Any Travel Expenses, Hospitality and External Business Expenses incurred on University business by, or reimbursed to, the University President. President Expenses do not include Internal Business Expenses related to meetings or functions organized or initiated outside of the President's Office (for example attendance at Board of Governors meetings or events, Departmental or University-wide events, etc..)

Internal Business Expenses: Business expenses that relate primarily to members of the University community including students, staff, faculty and members of governing or advisory boards. For example, expenses related to a staff retreat or working lunch.

External Business Expenses: Business expenses, including Hospitality, that relate primarily to interactions with people outside of the University. For example, a dinner with a donor.

Travel Expenses: Expenditures incurred to travel on University business occurring off of the University's campus.

Hospitality: The provision of food and beverages, social or recreational activities, events and functions and gifts in support of the educational, research or service activities of the University. Hospitality normally involves:

- a) the hosting of an external individual or group (e.g. prospective faculty, staff or student, business or academic partner, benefactor). Spouses/partners of university employees are normally not considered external guests; or
- b) employee only activities such as work meetings or social functions.

POLICY

The role of the President is unique within the University. The President's duties include developing and maintaining relationships with a wide variety of individuals and communities, inside and outside of the institution, for the benefit of the University. Travel and Hospitality expenditures support the President in carrying out their duties.

The President is in a position of trust and subject to high ethical expectations. They must uphold this trust by using University monies prudently and with probity.

The University has a fiduciary responsibility to the public, external sponsors and granting agencies, the Province, certain tax and regulatory bodies, private donors and its students to ensure that funds entrusted to it are managed responsibly and subject to appropriate control procedures.

The President shall not gain financially from University expenditures they control or influence. The cost of personal expenses, such as those incurred from extending trips or excursions for personal benefit, should not be paid for or reimbursed by the University.

Travel expenses for the President's spouse/partner, where it has been deemed beneficial to the University by the President in consultation with the Board Chair for the spouse/partner to accompany the President on University business travel, shall be reimbursed by the University.

Travel and Hospitality expenditures in support of the University's mission shall be reimbursed subject to this Policy and the related procedures and guidelines issued by the Vice-President Finance and Administration, provided that the expenses are:

- a) Properly approved – as laid out in this Policy;
- b) Reasonable - a reasonable expense is deemed to be based on sound judgment, prudence, moderation and in line with University guidance;
- c) Appropriately documented – appropriate documentation includes original receipts and records indicating the names of attendees along with their affiliation to the University, a statement of justification for the expenditure (where not self-evident); and

- d) Funded – expenditures must be within the funding available from the specific grant or operating budget used to pay for them.

PROCEDURE

1. Approval of Reimbursements to the President

- 1.1 Claims for reimbursement of travel, entertainment and other expenses are subject to the University's travel policy and other applicable policies and are to be submitted within 30 days after the return from travel or after an expense is incurred.
- 1.2 Reimbursements to the President and expenses incurred on their university issued Travel Credit Card or P-Card are to be reviewed and approved by the Vice-President Finance and Administration or delegate in their absence and by the Chair of the Board of Governors or their delegate in their absence.

2 Reporting

- 2.1 The Director of Finance shall report at least annually to the Committee on the President's expenses, including spousal travel costs.
- 2.2 The expenses to be reported include all items reimbursed to the President or paid directly by the University for the President's and the President's Spouse's travel, off-campus entertainment and hospitality, conference registration, professional development, and memberships.
- 2.3 The Director of Finance's Report shall provide sufficient detail to identify the nature and purpose of the expense.
- 2.4 The Director of Finance's Report will generally be for an entire academic year but, at their discretion, the Director may report any President's expense item at any time to the Committee.

SUPPORTING DOCUMENTATION

Not applicable

RELATED POLICIES

Travel Policy - https://www.mystfx.ca/sites/financial-services/files/2021-05/Travel_Policy_December_20_2016_Final_V1.pdf

RELATED MATERIALS

Not applicable