

<b>Policy Number:</b>	<b>1.1.3 Business Travel, Seminars and Conferences Expenses Coverage</b>
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**Relevant Statutory / Regulatory Linkages:**

Conditions of Appointment and Terms and Conditions of Employment for employee groups (KUCFA, PAOA, Staff Association, CUPE)

Policy for Travel Reimbursement

Ontario Broader Public Service Procurement Directive

**Policy Statement (Intent and Scope)**

King's University College (King's) staff, faculty, and Board may be required to travel in the fulfillment of their roles and duties. A policy is required to ensure clarity and fairness in the covering of business travel costs. The policy applies to staff, faculty, Board of Director members, and volunteers of King's, however staff and faculty expenses will conform to current collective agreements or contracts if different than below.

There will be a Policy for Travel Reimbursement that will align with King's policies and any Ontario government or regulatory body requirements, and will contain, at a minimum, the following categories:

- 1) Identification of the department responsible for expense processing oversight
- 2) Expense authorization and approval procedure
- 3) Eligible and ineligible expenses

**Monitoring Report Requirements (Frequency, Content, Etc.)**

The President, or designate, will report quarterly to the Finance and Investment Committee on all related activities, expenses and compliance results for this Board Policy.