

Reimbursement of the Governors of Athabasca University Chair and Vice Chair's Expense Claims Procedure			
Policy Sponsor	The Governors of Athabasca University	Category	Board
Policy Contact	University Secretary	Effective Date	June 9, 2020
Procedure Contact	University Secretary	Review Date	June 9, 2025

1. Purpose

To outline the process for reimbursement of the Governors of Athabasca University (the Board), Chair and Vice Chair's expenses.

2. Scope

This Procedure applies to expenses incurred by the Board Chair and Vice Chair.

3. Definitions

Board	The Governors of Athabasca University
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4. Guiding Principles

The Chair and Vice Chair's expenses will be reimbursed in accordance with the following procedures:

- 4.1 The expense summary and claims for the Chair, containing evidence of compliance with items 4 and 5 below, will be submitted to the Vice Chair for approval.
- 4.2 The expense summary and claims for the Vice Chair, containing evidence of compliance with items 4 and 5 below, will be submitted to the Chair for approval.
- 4.3 All approved summaries and expense claims will be submitted to the University Secretary.
- 4.4 The University Secretary will confirm compliance of expenses in accordance with the Expense Reimbursement Policy and The Governors of Athabasca University Remuneration Policy.

- 4.5** The University Secretary will submit expense claims to Financial Services for processing/reimbursement. The Manager, Financial Operations will review the expense claims to confirm compliance with the Expense Reimbursement Policy.
- 4.6** The Manager, Financial Operations will prepare, on a quarterly basis, an expense summary.

5. Applicable Legislation and Regulations

[Post-Secondary Learning Act, S.A. 2003, c. P-19.5](#)

6. Related Procedures/Documents

[The Governors of Athabasca University Remuneration Policy](#)

[The Governors of Athabasca University Remuneration Procedures](#)

[Expense Reimbursement Policy](#)

[Expense Reimbursement Procedures](#)

[Expense Reimbursement Procedures – Appendix A](#)

History

<i>Date</i>	<i>Action</i>
June 9, 2020	Technical Update for new Policy Framework
May 27, 2011	AUGC Executive Committee, Motion #269-5 (Revised)
September 14, 2006	AUGC Governance Committee, Motion #7-6 (Approved)