

<b>Reimbursement of the President's Expense Claims Procedure</b>			
<b>Policy Sponsor</b>	The Governors of Athabasca University	<b>Category</b>	Board
<b>Policy Contact</b>	University Secretary	<b>Effective Date</b>	June 9, 2020
<b>Procedure Contact</b>	University Secretary	<b>Review Date</b>	June 9, 2025

### 1. Purpose

To provide clarification regarding the process required for reimbursement of the President's expenses.

### 2. Scope

This Procedure applies to expenses incurred by the President.

### 3. Definitions

<b>Board</b>	The Governors of Athabasca University
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### 4. Guiding Principles

The President's expenses will be reimbursed in accordance with the following procedures:

- 4.1 All expense claims will be submitted to the University Secretary and must be accompanied by original receipts unless otherwise specified.
- 4.2 The University Secretary will confirm compliance of the expenses in accordance with the terms of the President's contract and the Expense Reimbursement Policy.
- 4.3 The University Secretary will submit expense claims to Financial Services for processing/reimbursement.
- 4.4 The Financial Services will prepare, on a quarterly basis, an expense summary.
- 4.5 The presidential expense summary and claims, containing evidence of items 4.2 and 4.3 above, will be submitted to the Chair of the Board for approval.

**5. Applicable Legislation and Regulations**

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

**6. Related Procedures/Documents**

[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 #269-6 (Revised)
September 14, 2006	AUGC Governance Committee, Motion #7-5 (Approved)