

**Title: BUSINESS EXPENSES – CREDIT CARDS –
POLICIES AND PROCEDURES**

CLASSIFICATION: BOARD OF GOVERNORS / FINANCIAL SERVICES
FIRST ADOPTED: October 1986
AMENDED: December 2000, June 2005, June 2010, February 2014,
September 2022
REPLACES: F:C-6 Credit Cards (1989)

1. General

- 1.1. Board members and employees incurring expenses on authorized College business are entitled to have all such reasonable expenses reimbursed to them and to receive a limited advance toward such expenses.
 - 1.2. As an integral part of the regular Operating budget of the College, business expense budgets for catering, external representation and out-of-town travel are non-transferable budgets centralised with the Director General. At the beginning of a financial year, the Director General allocates these centralised budgets
-

3. Definitions

3.1.



- 4.3. In order to obtain reimbursement for off-campus internship travel expenses, the employee must fill in and sign the Record of Travel Expenses immediately following the end of a term of internship activity. This form must be approved and signed by the Department Chair as well as the Sector Dean who forwards the request to the Academic Dean for



