

## **1.0 POLICY STATEMENT**

- 1.1 MacEwan University (“the University”) recognizes that University Representatives may incur expenses while furthering the University’s mission, mandate, and business plans. Processes, guidelines, and procedures are established to reflect the University’s commitment to sound financial management of public funds related to these expenses and to ensure that University Representatives are reimbursed for qualifying expenses.

## **2.0 PURPOSE**

- 2.1 This policy provides a framework of accountability to:
- Guide the effective oversight of institutional resources for the incurring, approval, reimbursement, and disclosure of expenses;
  - Ensure consistent, fair, and reasonable practices are in place to demonstrate the expenses are necessary, support university objectives, cost effective; and
  - Ensure compliance with accounting and reporting requirements.
- 2.2 Rationale and guiding principles:
- University Funds are to be used prudently and responsibly with a focus on accountability and transparency.
  - Only legitimate, approved expenses incurred during the conduct of University business are reimbursed.
  - University Representatives incurring expenses and Authorized Approvers approving expenses are accountable for ensuring expenses are reasonable, reflect good judgment for expenditure of public funds, and meet the expectations for sound financial management regardless of the payment mechanism utilized (e.g., P-card, out-of-pocket, or direct invoice to the University).
  - Expenses incurred from errors or policy misinterpretations are not eligible for reimbursement or payment.

## **3.0 APPLICABILITY**

- 3.1 This policy applies to expenses incurred by University Representatives and reimbursed by the University related to Travel, Hospitality, Working Sessions, Employee Acknowledgement, Special Events, Representing the University, Sponsorships, and Donations.

This policy includes requirements related to the reporting and public disclosure of expenses for named University Representatives in accordance with provincially mandated requirements.

## **4.0 DEFINITIONS**

### **Allowable Expense**

An expense or expenses that are eligible for reimbursement, would be considered fiscally responsible and defensible to an impartial observer, are made with University Funds, and are within the parameters set by the University within this policy. (Refer to **Appendix A** for a representative list of allowable expenses as well as ineligible and non-reimbursable expenses.)

**Authorized Approver**

The immediate one level higher approval authority above that of the Claimant.

**Claimant**

A University Representative who seeks reimbursement or payment of an expense.

**Donation**

A voluntary transfer of property (including cash) without a requirement for consideration. (Refer to **Appendix A** for examples of donations.)

**Employee**

All individuals directly employed by the University.

**Employee Acknowledgement**

An event or gift provided to an Employee (or group of Employees) as recognition for a business related achievement or accomplishment. (Refer to **Appendix A** for examples of Employee Acknowledgement events.)

**EPACS**

Expense Procurement and Contract Services department in the University.

**Executive Officer**

The president, vice-presidents, and equivalent positions.

**Hospitality**

Hosting individuals who are external to the University for the purpose of advancing the mission, vision, and business plans of the University. External individuals may include, but are not limited to, government officials, dignitaries, donors or potential donors, guests or visitors to the University, public interest groups, and other individuals associated with private, public, or non-profit entities or organizations. (Refer to **Appendix A** for examples of Hospitality events.)

**P-card**

The approved credit card provided to Employees for the purpose of incurring Allowable Expenses or for the procurement of qualifying goods and services.

**Political Event**

Any event where the purpose is to solicit funds to support a political party, constituency association, elected official, and those standing for election to government.

**Procedures**

Refers specifically to the Procedure – Reimbursement of Allowable Expenses or any additional procedure(s) as may be directly connected with this policy.

**Reimbursement**

Payment to the Claimant in the case of out-of-pocket expenses and payment to the bank (i.e., P-card provider) in the case of P-card reconciliations.

**Representing the University**

Representing the University's interest or conducting business on behalf of the University at externally organized events including conferences, meetings, seminars, social or community related activities. (Refer to **Appendix A** for examples of Representing the University events.)

**Special Event**

An event organized by the University for a specific social purpose at which primarily Employees and/or students will be in attendance. (Refer to **Appendix A** for an inclusive listing of University Special Events.)

**Sponsorship**

A voluntary transfer of University property (including cash) in exchange for commercial considerations or advantages.

**Travel**

To go from place to place by various modes of transportation including car, bus, train, or plane, to conduct business on behalf of the University.

**University Funds**

All sources of monies held by the University and directed to an account managed by the University.

**University Representative(s)**

All Employees, members of the University Board of Governors, the Chancellor, external members of Board committees, University Foundation Board members, and members of fund raising campaigns and/or advisory groups or individuals associated with other entities legally affiliated with the University.

**Working Session**

A meeting held to conduct University related business, at which University Representatives will comprise the majority of attendees. (Refer to **Appendix A** for examples of Working Session events.)

## **5.0 POLICY ELEMENTS**

### **5.1 Allowable Expense – General**

- 5.1.1 University Funds may be used and reimbursed for expenses related to Travel, Hospitality, Working Sessions, Employee Acknowledgement, Special Events, Representing the University, Sponsorships and Donations, and other expenses when the expenses are:
  - 5.1.1.1 Directly related to the mission, mandate and business plans of the University;
  - 5.1.1.2 Defined as Allowable Expenses;
  - 5.1.1.3 Permitted under the terms and conditions of a specific funding source if applicable;
  - 5.1.1.4 Properly documented;

- 5.1.1.5 Supported by required backup documentation;
- 5.1.1.6 Approved by an Authorized Approver; and
- 5.1.1.7 Pre-approved in writing where required as outlined in the Procedures.
- 5.1.2 University Representatives incurring expenses shall exercise due care and judgment including adherence to all guidelines, procedures, and manuals as may be associated with this policy.
- 5.1.3 University Representatives may not approve their own expenses.
- 5.1.4 Authorized Approvers must document their rationale for decisions where their discretion has been exercised.
- 5.1.5 When the University is paying for any event held off of University properties, e.g. restaurant, hotel or other venue(s), the most senior University Representative in attendance must incur the expense. If the most senior University Representative in attendance is unable to incur the expense, for whatever reason, the request for reimbursement must be approved by the most senior University Representative's Authorized Approver.
- 5.1.6 For any event held on University properties where meals are being provided by a catered service, use of the University's contracted catering service is mandatory.
- 5.1.7 Exemptions to 5.1.5 and 5.1.6:
  - 5.1.7.1 For events organized by a business unit at MacEwan University where, Executive Officers and Board Members are expected to attend, the event organizer has the authority to approve invoices related to the event.
  - 5.1.7.2 If an internally catered event is ordered for the Executive Officers, the Chancellor, Board Members, or any thereof, an Employee in the Executive Office or the Board Office may order and approve invoices from the University's contracted food service provider.
- 5.1.8 For Working Sessions held either on or off of University properties, meals, snacks and beverages are an Allowable Expense only if:
  - 5.1.8.1 The Working Session is scheduled for longer than three hours, or;
  - 5.1.8.2 The working session is required to be scheduled outside of standard working hours, i.e. start time and end time.
- 5.1.9 Exceptions to 5.1.6 and 5.1.8 require approval of the Executive Officer responsible for the business unit scheduling or organizing the Working Session event. (Refer to Procedures regarding approval requirements.)

**5.2 P-Card**

- 5.2.1 The University will provide a P-card to Employees incurring Allowable Expenses in accordance with this policy and/or making purchases of goods and services related to University business that do not require the formality, contractual protection or additional controls and approval provided through the University's standard procurement process.
- 5.2.2 Cardholders are required to meet all conditions and requirements for use of the P-card as outlined in the Procedures and the P-Card Cardholder User Manual.
- 5.2.3 The P-card is the required method of payment for the following Allowable Expenses:
  - 5.2.3.1 All direct travel expenses, i.e. airfare and accommodation.
  - 5.2.3.2 All catering expenses provided by the University's contracted food service supplier.
- 5.2.4 University Representatives travelling with a group of students must have a P-card.
- 5.2.5 For Allowable Expenses other than as identified in 5.2.3, the P-card is the preferred method of payment. (Refer to Procurement Procure to Pay Procedure and Procedure – Reimbursement of Allowable Expense for further information on use of the P-card.)
- 5.2.6 A P-card is not transferable and may only be used by the cardholder whose name appears on the card.
- 5.2.7 In addition to unacceptable use of the P-card as provided for in the Procurement Procure to Pay Procedure, the P-card may not be used for expenses in the following circumstances:
  - 5.2.7.1 Personal purchases, except as specifically related to companion airfare as described in the Procedures;
  - 5.2.7.2 Cash advances; and/or
  - 5.2.7.3 Purchases from any business where the Employee has a direct personal, familial financial interest or a potential conflict of interest, or;

**5.3 Expense Reimbursement**

- 5.3.1 Claims for reimbursement or payment of Allowable Expenses must meet the requirements as defined in 5.1.1 and be submitted in accordance with the requirements identified in the Procedures.
- 5.3.2 A claimant is responsible to reimburse the university for any expense that is refunded to them, regardless of how the initial expense was paid.

**5.4 Travel Expenses**

- 5.4.1 The provisions of the university's travel policy apply for all authorizations related to travel for University Business.

- 5.4.2 Requests for cash advances for authorized travel must be submitted in advance of the travel and approved by an Authorized Approver.
- 5.4.3 University Funds may not be used to purchase alcoholic beverages while travelling, except in circumstances of Hospitality events.
- 5.4.4 Claims for any foreign currency rates of exchange when travel is required outside of Canada must be supported by appropriate backup documentation as outlined in the Procedures.
- 5.4.5 A Claimant or University Representative who receives an automobile or travel allowance for the purpose of mileage and parking fees cannot claim for use of own vehicle.

## **5.5 Hospitality**

- 5.5.1 An Authorized Approver must pre-approve, in writing, any Hospitality expense of \$2,000 or more before the Hospitality arrangements are made.
- 5.5.2 University Funds may be used to purchase alcoholic beverages for Hospitality within the parameters identified in the Procedures.
- 5.5.3 For the purpose of this category, members of the University Board of Governors, the Chancellor, external members of Board committees, University Foundation Board members, and members of fund raising campaigns and/or advisory groups, or individuals associated with other entities legally affiliated with the University are considered to be external to the University when attending events hosted by Employees.
- 5.5.4 A gift of alcohol for Hospitality is not an Allowable Expense.

## **5.6 Working Session**

- 5.6.1 An Authorized Approver must pre-approve, in writing, any Working Session expense of \$2,000 or more before the Working Session arrangements are made.
- 5.6.2 University Funds may not be used to purchase alcoholic beverages at Working Sessions.

## **5.7 Employee Acknowledgement**

- 5.7.1 An Authorized Approver must pre-approve, in writing, any Employee Acknowledgement expense of \$2,000 or more before arrangements are made.
- 5.7.2 Gifts for the recognition or acknowledgement of Employees are reimbursable within the limits identified within the Procedures.
- 5.7.3 University Funds may not be used to purchase alcohol to be served at Employee Acknowledgement events.
- 5.7.4 A gift of alcohol for Employee Acknowledgement is not an Allowable Expense.

**5.8 Special Events**

- 5.8.1 An Authorized Approver must pre-approve, in writing, any Special Event expense of \$2,000 or more before arrangements are made.
- 5.8.2 University Funds may not be used to purchase alcoholic beverages at Special Events except as pre-approved in writing in accordance with the Procedures.
- 5.8.3 Special Events are internal events primarily attended by University Representatives and/or students; however, attendees may include spouses/partners/or invited guests as approved in advance by the Authorized Approver.
- 5.8.4 A gift of alcohol for Special Events is not an Allowable Expense.

**5.9 Representing the University**

- 5.9.1 University Funds may not be used to purchase alcoholic beverages for University Representatives when they are attending events categorized as Representing the University.

**5.10 Political Event**

- 5.10.1 In accordance with Sponsorships, Donations and Gifts Made by MacEwan University policy, University Funds cannot be used to attend a political fundraising event, or to sponsor, donate or provide any gift to any registered party, registered constituency association, or registered candidate. Such expenses will not be reimbursed.

**5.11 Sponsorships**

- 5.11.1 Allowable Expenses related to Sponsorships are identified in **Appendix A** and must be in accordance with Sponsorships, Donations and Gifts Made by MacEwan University policy.
- 5.11.2 Sponsorships must be pre-approved in writing by an Authorized Approver before being made.

**5.12 Donations**

- 5.12.1 Allowable Expenses related to Donations are identified in **Appendix A** and must be in accordance with university policy for Sponsorships, Donations and Gifts Made by MacEwan University.
- 5.12.2 Donations must be pre-approved in writing by the Authorized Approver before being made.

**5.13 Expense Disclosure Reporting**

- 5.13.1 Approved expenses for named University Representatives and supporting documentation, in accordance with the requirements provided in the Guidelines for Executive Expense Disclosure and Reporting, will be publicly disclosed by posting on the University's public facing website.

- 5.13.2 The provisions of the Freedom of Information and Protection of Privacy Act (Alberta) will be applied to the disclosure of expense information.

#### **5.14 Compliance**

- 5.14.1 Responsibility for compliance with the University's policies and procedures extends to all members of the University community. Non-compliance may create risk for the University and will be addressed accordingly (see the University's policy D1200 Code of Conduct - Employees for additional guidance).

### **6.0 ASSOCIATED PROCEDURES**

- Procedure – Reimbursement of Allowable Expenses
- Appendix A – Listing of Allowable Expenses and Ineligible Expenses
- Appendix B – Quick Reference Guide to Rates and Limits for Allowable Expenses
- Appendix C – Expense Type Guide

### **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Employee Code of Conduct
- Board Code of Conduct
- Procurement of Goods and Services Policy
- Sponsorships, Donations and Gifts Made by MacEwan University Policy
- Delegation of Responsibilities and Authorities Policy
- Recruitment Policy
- Guidelines for Executive Expense Disclosure and Reporting
- Missing Receipt Declaration Form
- Expense Repayment Form
- P-Card Cardholder User Manual

### **8.0 ACCOUNTABILITY**

#### **Policy Sponsor**

Vice President Resources and People

#### **Office of Administrative Responsibility**

Expense Procurement and Contract Services (EPACS)



## **9.0 HISTORY**

### **Relevant Dates**

Approved: **2019.06.27**

Effective: **2019.07.01**

Next Review: **2023.07.01**

### **Modification History**

- 2010.09.09:** New policy approved by Board Motion 01-9-9- 2010/11.
- 2012.05.24:** Re-titled and amended to add appendix related to Expense Guidelines and to update executive accountability. Approved by Board Motion 01-05- 24-2011/12.
- 2014.04.24:** Updated and revised to reflect changing scope requirements, including inclusion of members of the Board of Governors to align with elimination of policy B2415 Expenses Incurred by Board Members While on University Business. Approved by Board Motion 01-04-24-2013/14.
- 2015.10.22:** Updated to reflect elimination of coordinated travel program and changes to payment mechanism for travel expenses. Approved by Board Motion 02-10-22-2015/16.
- 2019.07.01:** Updated to reflect inclusion of Chancellor, procedural revisions, and to provide clarity of definitions to support enhanced interpretation/compliance related to specific categories of allowable expenses. Approved by Board Motion 01-06-27-2019.