Financial & Administrative Services

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Date: August 15, 2012

To: SAC and FAD – For Circulation to all Staff and Faculty

From: Joanne McKee, Interim Vice-President, Finance

Re: Highlights of the Updated Travel and Related Expense Policy

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On June 28, 2012, the Board of Trustees approved an updated Travel and Related Expense Policy. The revised policy can be found on the Financial & Administrative Services website at: http://www.brocku.ca/finance/Policies-and-Procedures. It is important that the entire policy is read and understood. The following summarizes the main changes to the Travel and Related Expense Policy:

- All travel and expense claims greater than $5,000 require the approval of the Dean or Unit Head.
- Travel and related expenses submitted for reimbursements that are older than 9 months are not required to be reimbursed by the University. Only exceptional circumstances will be considered by and will require Vice-President and/or President's approval.
- Extended list of ineligible expenses included in the Travel and Related Expense Policy, along with, an updated Ineligible Expense List (http://www.brocku.ca/webfm_send/17862)
- Additional requirements relating to the repayment of outstanding advances
- Further information in regards to insurance coverage for rental cars
- Clarity added in regards to the use of 407 ETR
- Removal of Per Diems for University business travel as a result of the Ontario Broader Public Sector Expense Directive that came into effect April 1, 2011
- Clarity added for reasonable alcoholic consumption on University business
- Further clarification added in regards to Hospitality and Entertainment expenses
- New information included in regards to cellular phone and personal digital assistants (PDAs) use whether through University Owned or Employee Owned plans
- New information added in regards to the reimbursement of home internet services

Transition Period (June 28th to September 14th):

The updated Travel & Related Expense Policy is effective for all expenses incurred after June 28, 2012. Expenses incurred prior to June 28th can be submitted for reimbursement under the previous policy until September 14th. Expenses incurred after June 28th are to follow the updated policy. However, reasonable consideration will be extended for expense reports received during the transition period. As of September 15th, all expenses eligible for reimbursement will need to be in compliance with the updated policy.

If you have any questions, please do not hesitate to contact myself or Nicky Westlake, Controller and Manager of Finance. Information sessions relating to the updated policy will be announced shortly.