

Policy Name:	Board of Governors Travel Expense Policy		
Policy No:	1.2	Approval Authority:	Board of Governors
Volume	1, Governance	Responsible Party:	President
Chapter	2, Board of Governors Travel Expense Policy	Responsible Office:	Governance Office
Originally issued:	May 2010	Revisions:	October 2015

Policy Statement

NSCAD University seeks to carefully steward its limited financial resources. Those volunteers of the Board of Governors must follow the requirements outlined in this document for all NSCAD-related travel.

Reason for Policy

NSCAD is committed to limiting its financial expenses and establishing a consistent policy environment for all of its stakeholders. University-related Board of Governor travel expenses submitted for reimbursement must flow from an urgent or emergency situation in which the volunteer's physical presence is required.

Policy Applies to

- All units of the University
- All members of NSCAD University's Board of Governors

Who Should Read this Policy

- All members of the Board of Governors
- Members of the Senior Management Team
- All staff in the Governance Office
- All other staff involved in the approval and processing of Board travel expense claims

Contacts

Approval Authority: Board of Governors

Detail on policy meanings and application: Governance Office, 902-494-8168, governance@nscad.ca, nscad.ca/policy

Definitions

- Governance Office:** University office charged with assisting the Board of Governors with its activities. Responsible for managing pre-approval requests for proposed travel expenses. Responsible for advising Board volunteers on travel policy as needed.
- Original receipts:** An official, original itemized receipt of expenses issued by the organization to which costs were paid, including invoices, sales receipts, ticket stubs, itineraries and boarding passes. Must clearly show vendor, date of transaction and amount paid. The following are not considered acceptable as supporting documentation for travel: Credit card slips, credit Card Statements, cancelled cheques, photocopies.
- Travel expenses:** Those expenses that relate to the costs of mileage, rail, flight, accommodations, meals and incidentals incurred while conducting business on behalf of NSCAD.
- Net cost of travel:** The gross cost of travel, reduced by any benefits gained from those particular travel arrangements. For example, the net cost of a mid-range airline fare offering the option of changing departure dates may be the lowest net cost if date change is likely.
- Volunteers:** Members of the NSCAD Board of Governors who are not compensated for their NSCAD-related activities and are not in the formal employ of the University.

The Policy

1. Principles
 - 1.1. NSCAD University appreciates the valuable contribution made by volunteer members of the Board of Governors and standing committees.
 - 1.2. Board of Governors members are encouraged to cover their own travel expenses to and from NSCAD-related meetings. Volunteers who choose to donate these costs may be eligible for a charitable tax receipt if their travel costs to/from a particular meeting exceed \$200.00 (with original receipts).
 - 1.3. Board of Governors members unable to cover their own travel expenses should strive to limit expenses as much as possible while fulfilling their responsibilities to the University.
 - 1.4. Alcoholic beverages will not be reimbursed by the University and should be deducted from any expense reports if included on a meal or entertainment receipt.
 - 1.5. Except where otherwise indicated herein, NSCAD's Travel Expense Policy (Policy Number 305-005) governs Board-related travel expenses for Board volunteers.

2. Responsibilities

- 2.1. To maintain a system of checks and balances that is consistent with the expectations of all NSCAD faculty, administrative staff and support staff, Board of Governors volunteers must have proposed travel expenses pre-approved through the Governance Office. The only exception to pre-approval are those travel expenses associated with attendance at required Board of Governors meetings.
- 2.2. The Governance Office will provide timely responses to pre-approval requests, ensuring the proper flow of requests and related communications between Board volunteers and University administration. The Governance Office will also clarify this policy for Board volunteers as needed.
- 2.3. NSCAD's President, or his or her designate, will review and approve all pre-approval requests in a timely fashion and will not unduly hinder Board volunteers from the reasonable fulfillment of their Board responsibilities.
- 2.4. Board volunteers may seek clarification on any unapproved requests.

3. Procedures

3.1. Pre-approval of proposed travel expenses

- 3.1.1. The Board volunteer will provide a written, formal request to the Governance Office that itemizes the purpose of the proposed expenses, their relation to the volunteer's Board responsibilities, the reasonably estimated cost of the proposed travel expenses and the likely date the proposed travel-related expenses will be incurred, proposed. In estimating costs of proposed travel, volunteers are asked to make their choices in a way that achieves the lowest net cost of travel.
- 3.1.2. The Board volunteer will not incur proposed travel expenses until written, formal notice of approval has been provided.

3.2. Approval of proposed travel expenses

- 3.2.1. The Governance Office will provide the President details on the proposed travel expenses along with a recommendation for approval or no approval.
- 3.2.2. The President will seek input as needed and notify the Governance Office of his or her decision.
- 3.2.3. The Governance Office will communicate the result to the Board volunteer as quickly as possible.

3.3. Submitting travel expenses for reimbursement

- 3.3.1. Expense claims for Board travel, other than attendance at required Board of Governors meetings, are submitted using NSCAD's Travel Claim form. Adjustments in the way the form is completed so it may be more applicable to Board volunteers may be made with the consent of the Governance Office. Original receipts must accompany the claim.

Forms and Tools

Travel claim form <http://nscad.ca/site-nscad/media/nscad/TravelClaimForm.xlsx>

Travel Expense Policy http://nscad.ca/site-nscad/media/nscad/FIN_TravelPolicy.pdf

Board of Governors Travel Expense Policy http://nscad.ca/site-nscad/media/nscad/GOV_BOGTravelPolicy.pdf

All policies are subject to amendment. Please refer to the NSCAD University Policy website (nscad.ca) for the official, most recent version.