

 ASSINIBOINE COMMUNITY COLLEGE	# Pages 4	Number F38
	Originator President's Office	
Policies and Procedures		
Title President's Expenses	Effective Date December 16, 2020	Replaces New

1. Purpose

This policy will clarify expectations and requirements as well as a process for board oversight. This policy will provide a framework to ensure accountability and effective oversight of the President expenses, while recognizing the unique role and responsibilities that come with this position of trust.

Frequent business travel, meetings, hospitality, attendance at functions related to donors and other external stakeholders are examples of situations that require incurring expenses that sometimes are different from the generally established travel, hospitality and purchasing policies.

2. Policy general

All reasonable costs, including travel, hospitality, and incidental expenses incurred while performing college related activities by the President or directly related to the President will be accepted as long as they withstand the test of public scrutiny.

Where there is a proposed expenditure not listed in this policy, the following principles should guide decision-making:

- The expenditure must support the mission, values and goals of the college. As a public institution, the College must demonstrate prudent use of funds entrusted to it by the government. The general public, government, students, donors and granting organizations must be assured that funds are wisely spent and do not personally benefit College administration and employees.

- College officials must exercise prudent judgment when determining whether the expenditure is appropriate.
- The expenditure should not be personal in nature.
- The expenditure should not be able to be construed as additional compensation by Revenue Canada e.g. bonuses, car payments, annual parking, etc.
- The expenditure should not create, maintain, or increase the value of a personal asset.
- Appropriate receipts and supporting information must accompany all expenditures.

Though every reasonable effort will be made to follow the organization's general purchasing procedures, the unique role of President requires some expenses that fall outside restrictions of the general expense policies.

3. President's Expense vs. President's Office Expense

President's Expenses are those expenses that are directly related to the President in his role.

Expenses such as dinner meetings with stakeholders, travel expenses of the President specifically, technology, courses, conference, etc.

President's Office Expenses are those expenses that are related to the President's Office (PO) that would be categorized as either institutional or administrative in nature. Expenses such as group meetings (SLT, BOG, Mgmt Council, etc.) which are hosted by the PO, consultants hired by the PO, subscriptions, organization memberships, expenses of the PO staff (travel, conferences, etc.).

4. Policy Exemptions

Travel Approval - The President will be responsible to provide detailed documentation and rationale for the travel, to the board in the expense report. However, approval prior to travel is not required of the President.

Transportation - The President will use their discretion when choosing between a rental vehicle, a college vehicle or a personal vehicle for travel, exercising prudent judgment when determining which expenditure is appropriate.

Air Travel — As an employee of a public institution the President will exercise prudent judgment when determining methods for air travel. The President will choose flights, make seat selections, book upgrades and check baggage as needed to fill their role.

Hospitality -- The college recognizes that in certain circumstances, the provision of hospitality, hosted by the college President, is conducive to the successful conduct of college business and fundraising, and necessary to foster partnerships and community relations. The President will exercise prudent judgment when determining whether the expenditure is appropriate. Alcohol is an allowable expense where it is warranted as part of an organized function or is considered customary to the business purpose at the President's discretion.

A brief statement of the attendees, affiliation, and business discussion topic(s) will be provided for all hospitality expenses.

College Events — The President is often required to attend college events (e.g. Foundation Dinner) to foster community and stakeholder relationships. Tickets for such events are not typically personal reimbursements; rather the President is expected to attend, often with a guest. Waiver fees or the tickets for such events will not be personal expenses. Likewise, the President often hosts dinners for the Foundation as part of the Great Grey Owl. These expenses will continue to be part of the Foundation.

5. Expense Report Process

The President's Office will be responsible to maintain a running report of expenses to submit monthly to the CFO for an initial review of policy compliance, before it is presented to the BOG Chairperson (or board delegate).

The Board Chairperson (or Board Delegate) is responsible on behalf of the board to provide rigorous oversight of the President's expenses. CFO will make themselves available to assist the BOG Chairperson (or board delegate) should they request it, to review the expense report.

Complete documentation will be included as part of the above-mentioned report to ensure that robust, forthcoming and transparent information regarding all expenses is available. These details will be provided to finance by the President's Office with the report to ensure that it can be appropriately assessed, as to the reasonableness of the expenses incurred. If for some reason an original receipt is not available a missing receipt form will be completed and include as much information as reasonably possible.

When a new Chairperson (or board delegate) is appointed, the CFO will arrange to meet and review the President's Expense Policy and the expense report format to ensure that they are prepared to confidently review and approve the President's Expenses.

6. Approval of Expenses

The President's Expense report will be shared with the Board of Governors (BOG) Chairperson (or board delegate) for oversight and approval in a timely manner. This expense report will be sure to include the President's expenses from all transaction streams.

Once expense reports are reviewed and approved by the Board Chairperson, they will be posted to the Board website.

January 21 2021
Date

Jeffrey W. Hamwood
Chairperson, Board of Governors