

## BUSINESS & TRAVEL EXPENSE

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Chief Financial Officer
<b>Related Policies / Legislation</b>	Signing Authority (200) Conflict of Interest (142)

### PURPOSE

This policy establishes the guidelines for authorization and reimbursement of business and travel expenses incurred on university business while maintaining controls for accountability.

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### SCOPE

This policy applies to all business and travel expenses paid by university administered funds, including those from grants and contracts.

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### DEFINITIONS

**One-over-one approval:** The authorization from the individual's direct supervisor as well as the person who has signing authority on the fund/organization paying for the expenditure, who may be the same individual.

**Reasonable Expenses:** Expenditures that:

- Demonstrate prudence, good judgment, and due diligence; and
- Reflect moderation, and defensibility to an impartial observer.

**Traveller:** the member of faculty, staff, Board of Governors, student, or individual travelling on behalf of the university, who is the claimant and is the individual who is travelling.

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### POLICY

UFV endeavors to use its resources as effectively as possible and maintain accountability for appropriate reimbursement of business and travel expenses.

Business and travel expenses incurred on university business in support of the university's mission will be reimbursed where expenditures are deemed reasonable and are approved through one-over-one approval.

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## **REGULATIONS**

1. Authorized expenses incurred by individuals will be reimbursed provided that:
  - the expense was for university business or to support the university's mission; and
  - the individual was preauthorized to incur the expenses; and
  - the expenses are reasonable, appropriately documented, and comply with university policies and procedures, or the policies and procedures of a granting agency or funding contract; and
  - one-over-one approval has been obtained for reimbursement of the expenses.
2. Expenses incurred in the course of a research grant or contract must comply with the policies and procedures of the university unless specifically indicated otherwise by the funding organization in which case the policies and procedures of the funding organization must be followed.
3. As employees of a public institution which aims to use its resources as effectively as possible, employees must exercise care in incurring business and travel expenses.
4. Individuals should not gain financially from the application of the policy.

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## **PROCEDURES**

Procedures for Business and Travel expenses are maintained by Financial Services and will be available on the UFV Secretariat Policy website.

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