



# Allowable Expenses

Category:	Operations
Number:	
Audience:	All University Personnel
Last Revised:	October 23, 2013
Owner:	Senior Financial Officer
Approved by:	Board of Governors
Contact:	Senior Financial Officer (ext. 2405)

## Introduction

This policy will cover the reimbursement to employees including the Board of Directors and Elders for any expenses incurred as part of their role at FNUniv. Examples of such expenses could be the cost to attend a work related function and other business related expenses incurred personally. This policy does not include reimbursement for travel which is dealt with in the Travel Expenses policy.

## Definitions

“Allowable Expenditure or Expense” - any miscellaneous expense incurred personally by an employee during the course of a properly authorized event or function. Examples would include, but not limited to, educational books, cultural supplies such as cloth or tobacco and in-town business luncheons;

“Expense Claim Form” - a form prescribed for use to itemize and document the specific nature of the allowable expenditure being claimed;

## Policy

On occasion, expenses that are normally less than \$100, will be incurred personally by University personnel during their attendance at authorized events or for other incidental expenses that are incurred relating to the person’s role at the University. This policy covers the process under which the allowable expenditure will be reimbursed to the employee.

Purchases of alcoholic beverages would not be accepted as an allowable expense under any circumstances.

## Consequences for Noncompliance

If the expenditure was incurred at a non-sanctioned event, it would not be reimbursed and the individual will be required to incur the expense.

## Process

After an allowable expenditure is incurred, the employee will be required to complete an Expense Claim form which is available online. The related invoice or receipt documenting the nature of the expenditure must be attached and the form thereafter provided to the employee's immediate supervisor for review and approval before being forwarded to Finance for processing and reimbursement.