



COLLEGE
OF THE
NORTH
ATLANTIC

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OPERATIONAL POLICY

TOPIC: TRAVEL

Policy No.	FA-308	Division	Finance/Administration
Supersedes	n/a	Board Policy Ref.	BP-FA-308B
Related Procedure	FA-308-PR	Effective Date:	December 09, 2008

1. PURPOSE AND SCOPE

This policy is to establish guidelines for approval of, and reimbursement for, employees travelling and conducting business on behalf of the College.

2. POLICY

It is the policy of the College that all staff must receive the appropriate approval prior to travelling on behalf of the College.

It is also the policy of the College that expenses incurred while travelling or conducting business on behalf of the College will only be reimbursed upon the submission of an approved travel claim with supporting documentation.

3. PROCEDURE

The Vice President, Finance and Administration shall ensure that procedures are developed and implemented in accordance with this policy.

Approved by: President
Originally approved: 1999 06 15
Review/Approved: 2001 12 17
Review/Approved: 2008 12 09

Reviewed