

Section: Finance (FN)

Subject: Expenses

Legislation: *Post-Secondary Learning Act (SA 2003 cP-19.5).*

Effective: May 1, 1988

Revision: May 31, 1994; June 3, 2003; August 15, 2003 (reformatted); June 4, 2007; May 27, 2008 (reconfirmed); May 26, 2009 (reconfirmed); June 1, 2010 (reconfirmed); May 31, 2011 (reconfirmed); September 1, 2016 (reformatted)

APPROVED: _____**Chair, on Behalf of SAIT's Board of Governors**

POLICY

The policy of the Board of Governors is to pay expenses necessarily incurred by employees and Board members in the performance of their employment or Board duties.

GOVERNING PRINCIPLES

1. SAIT will establish and communicate standardized procedures for expenses to ensure all claims provide appropriate documentation and sufficient evidence of reasonability to internal auditors, external auditors or members of the public.
2. The Finance department has the authority to enforce compliance with this policy and its accompanying procedures.

POLICY/PROCEDURE REFERENCE

- FN.11.1.1 Expenses Overview procedure
- FN.11.1.2 Meal and Travel Expenses procedure
- FN.11.1.3 Hosting Expenses procedure
- FN.11.1.5 Petty Cash procedure

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