

## PUBLIC DISCLOSURE OF TRAVEL AND EXPENSES

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	B. Financial / Administrative
<b>Policy Number:</b>	B21
<b>Approval Date:</b>	October 13, 2015
<b>Effective Date:</b>	October 13, 2015
<b>Policy Owner:</b>	Chief Financial Officer

<b>Objective:</b>	<p>The purpose of this policy is to improve accountability and transparency through routine disclosure of information on expenses of the Board of Governors and senior College administration. It establishes parameters for the proactive and routine disclosure of expense information. The policy abides by a request from the Minister of Enterprise and Advanced Education and a Government of Alberta Treasury Board Directive for public disclosure of travel and expenses in Government of Alberta Agencies, Boards and Commissions.</p>
<b>Policy:</b>	<p>Routine disclosure of expense reports demonstrates commitment to enhanced transparency and accountability of the College to the Government of Alberta and its taxpayers. Disclosure provides consistent and timely access to expense information and furthers the principles of the Freedom of Information and Protection of Privacy Act with respect to proactive release of information.</p> <p>Expenses are defined as costs and allowances incurred by an individual in the course of College business and include:</p> <ul style="list-style-type: none"> <li>● travel, including transportation, accommodation, meals and incidentals; and</li> <li>● hospitality and working sessions.</li> </ul> <p>Requirements to routinely disclose expense reports apply to the following individuals and those incurring expenses on these individuals' behalf:</p> <ul style="list-style-type: none"> <li>● Board of Governors;</li> <li>● President;</li> <li>● Vice Presidents; and</li> <li>● Any other position of Olds College as requested by the President.</li> </ul> <p>Expenses are to be reported by individual regardless of how the expense has been paid or is being reimbursed. Expenses incurred by one individual on behalf of another must be attributed for disclosure purposes to the individual for which the expenses were incurred.</p>

<b>Definitions:</b>	
<b>Related Information:</b>	B300 11PR Travel Expense
<b>Related Procedures:</b>	
<b>Review Period:</b>	3 years
<b>Revision History:</b>	New: 2012 Revised: 2013 Revised: October 2015