

Board of Governors Travel Expense Policy

POLICY No.:	
SCOPE:	Board of Governors
APPROVAL:	Board of Governors
DATE OF ORIGINAL POLICY:	May 2010
LAST UPDATED:	New
SCHEDULED REVISION DATE:	May 2015
CONTACT:	VP Finance and Administration

1. POLICY STATEMENT

NSCAD University appreciates the valuable contribution made by volunteer members of the Board of Governors and standing committees.

Given NSCAD's limited resources, volunteers are encouraged to cover their own expenses for travel to and from NSCAD meetings. Volunteers who choose to donate these costs may be eligible for a charitable tax receipt if their travel costs to/from a particular meeting exceed \$200.00 (with original receipts).

Travel expenses will only be reimbursed in the event they are related to an urgent meeting or emergency situation in which the volunteer's physical presence (verses phone attendance) is mandatory.

2. DEFINITIONS

Travel expenses relate to the costs of mileage, rail, and flights.

Original receipts for air fare/rail include the invoice/itinerary and or ticket stubs, and boarding passes.

The following are not considered acceptable as supporting documentation for travel:

- Credit card slips
- Credit Card Statements
- Cancelled Cheques
- Photocopies