



Policy Number	7.1
Approval Body	PEC
Policy Officer	VP Finance + Admin
Approval Date	Jan 2001

7.1 EXPENSES INCURRED BY EMPLOYEES

ENABLING LEGISLATION & LINKED POLICIES

Laws of General Application

OBJECTIVE

The objective of this policy is to establish the parameters for reimbursement of out-of-pocket expenses incurred while conducting approved Emily Carr University of Art + Design (University) business.

SCOPE

This policy applies to all employees of the University.

POLICY

1. Employees shall be reimbursed promptly for any expenses incurred in the course of University business in accordance with the procedures set out in Expense Claim Guidelines 7.1.1.
2. It is expected that Government or Corporate rates will be used wherever possible and that accommodations will be modest.

POLICY SUPPORTS

- 7.1.1 Expense Claim Guidelines