



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: TRAVEL & ENTERTAINMENT

Policy No.	CS-308	Division	Corporate Services
Supersedes	n/a	Board Policy Ref.	GP-RR-904
Related Procedure	CS-308-PR	Effective Date:	November 4, 2016 (R4)

1. PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for approval of, and reimbursement for, employees traveling 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 Corporate Services and Chief Financial Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	June 15, 1999
Revision 1	December 17, 2001
Revision 2	December 9, 2008
Revision 3	January 9, 2012
Revision 4	November 4, 2016