



**COLLEGE OF THE NORTH ATLANTIC**  
**OPERATIONAL POLICY**

**TOPIC: TRAVEL & ENTERTAINMENT**

<b>Policy No.</b>	QA-800	<b>Division</b>	Qatar
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Procedure</b>	QA-800-PR	<b>Effective Date:</b>	November 4, 2016 (R1)

**1. PURPOSE AND SCOPE**

This policy is to establish standardized guidelines for reimbursement to all Qatar staff and management for expenses incurred in conducting the business of the College on behalf of the College.

**2. POLICY**

It is the policy of the College that all Qatar employees will receive approval by their immediate Supervisor to travel on behalf of the College.

It is also the policy of the College that expenses incurred within the general travel regulations of the College will be reimbursed upon the submission of an approved claim. Allowable expenses will be equivalent to or may exceed rates as negotiated in current Collective Agreements.

**3. PROCEDURE**

The Senior Vice President Academic and Chief Learning Officer shall ensure that procedures are developed and implemented in accordance with this policy.

**Approval History**

Approved by President	October 6, 2009
Reviewed	July 27, 2010
Revision 1	November 4, 2016