

TITLE: EXPENSES POLICY

Date of Approval:
January 23, 2019

Mandatory Review Date:
September, 2021

Approved By:
☒ Board of Governors
☐ President/Vice Presidents
Committee
☐ Senate

Effective Date:
January 23, 2019

1. Purpose

The purpose of this Policy is:

- 1.1 To set out rules and principles for the reimbursement of Sheridan business related expenses to ensure fair and reasonable practices;
- 1.2 To provide a framework of accountability to guide the effective oversight of public resources in the reimbursement of expenses; and
- 1.3 To ensure all expenses approved are for legitimate Sheridan business.

2. Scope

This policy applies to any person making a Sheridan business related expense claim, including all board members, Sheridan Employees (as defined below), and others including volunteers, consultants and contractors engaged by Sheridan to provide consulting and other services to Sheridan. This Policy covers all operating, ancillary, capital, research and trust funds.

3. Definitions

“Employee” means a person under the employ of Sheridan either:

- (a) On a full-time, ongoing basis either under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; and/or
- (b) On a less than full-time and/or temporary basis under the terms of an employment agreement.

For clarity, a Researcher is a type of Employee.

4. Principles

The principles governing this policy include:

4.1 Accountability:

Sheridan College is accountable for public funds used to reimburse travel, meal, hospitality and other expenses. All expenses must support college business objectives.

4.2 Transparency:

Sheridan College is transparent to all stakeholders. The administrative procedures and rules for incurring and reimbursing expenses should be clear, easily understood and available to the public.

4.3 Value for Money:

Funds are used prudently and responsibly. Expenses must be necessary and economical with due regard for health and safety.

4.4 Fairness:

Legitimate authorized expenses, that in compliance with this policy and related administrative procedures and rules, are incurred during the course of the business of Sheridan College will be reimbursed.

5. Policy Statement

5.1 Only expenses that include all appropriate documentation as outlined in the College Expense Reimbursement Procedures and are consistent with Provincial and Federal legislation are permissible. In the case of research funds, research funding agency rules must be followed in addition to the outlined rules.

5.2 In the event of a conflict or inconsistency, this Policy prevails over a directive or Memorandum of Understanding (MOU) where the MOU contains less stringent requirements.

This policy does not prevail over legislation or a collective agreement.

5.3 Reimbursable expenses must be submitted by the end of the quarter following the quarter in which the expense was incurred. Sheridan quarters end on the following dates: June 30, September 30, December 31. For the final quarter, all expenses must be submitted by April 30.

- 5.4 Reimbursable expenses funded by an external research funding agency are subject to the deadlines set by the granting agency in addition to the deadlines set forth in this policy.
- 5.5 Expenses paid for using the Procurement Cards are subject to the submission deadlines outlined in the procedures governing the program and may be more restrictive than this policy.
- 5.6 All expense claims, including those made by Procurement Cards and research funding are subject to audit and payment does not constitute ultimate approval. Ineligible expenses identified through audit shall be reimbursed to the College.
- 5.7 *Failure to Adhere to this Policy*
- Should an Employee fail to adhere to this Policy, the employee may be subject to disciplinary action, up to and including termination.

6. Responsible Office

The Vice President, Finance and Administration and Chief Financial Officer is responsible to authorize administrative procedures and guidelines pursuant to this Policy.

For Enquiries contact Financial Services at: expense_claims@sheridancollege.ca.

RELEVANT LEGISLATION

[Broader Public Sector Expenses Directive](#)

RELATED POLICIES AND PROCEDURES

[Expenses Procedures and Guidelines](#)

[Procurement Policy and Contract Signing Authority](#)

[Procurement Card Request and Agreement Form](#)