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	President
	Chief Financial Officer and Vice-President Administration

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1. Authorized expenses incurred by individuals will be reimbursed provided that:
    - the expense was for university business or to support the university's mission; and
    - the individual was preauthorized to incur the expenses; and
    - the expenses are reasonable, appropriately documented, and comply with university policies and procedures, or the policies and procedures of a granting agency or funding contract; and
    - one-over-one approval has been obtained for reimbursement of the expenses.
  2. Expenses incurred in the course of a research grant or contract must comply with the policies and procedures of the university unless specifically indicated otherwise by the funding organization in which case the policies and procedures of the funding organization must be followed.
  3. As employees of a public institution which aims to use its resources as effectively as possible, employees must exercise care in incurring business and travel expenses.
  4. Individuals should not gain financially from the application of the policy.

Procedures for Business and Travel expenses are maintained by Financial Services and will be available on the UFV website.