

College Officials Travel and Expense Disclosure

Policy Statement

NorQuest College is accountable for the effective and appropriate use of funds expended in its operations. NorQuest demonstrates its commitment to transparency and accountability to college stakeholders and the public through a routine public disclosure of expenses reimbursed to senior college officials.

Travel

Expenses incurred by College officials while travelling for professional development activities and for College business such as airfare and ground transportation, accommodation, meals and incidentals.

Hospitality

Expenses incurred by College officials such as provision of food, beverage, accommodation, transportation and other amenities to individuals who are guests or visitors to further the college mandates or to stage an event for employees where the primary purpose is to conduct college business or hold celebration events.

Working Session

Expenses incurred by College officials as part of a working session/internal meetings such as meal expense. The College staff meeting must occur over a period of the day when meals are typically served (e.g. lunch).

Professional Development

Registration fees incurred by College officials participating in external or internal professional development activities such as conferences, courses, workshops, seminars, field trips, staff meetings and other related activities to enrich their skills and enhance their ability to contribute to College goals.