



St. Thomas University

MEMORANDUM

To: President's Management Advisory Committee

From: Lily Fraser, Vice-President Finance and Administration

Date: June 3, 2014

Subject: Out-of-Province Staff Travel

In accordance with the *University Expenditure (Travel) Policy*, all expenditures must be approved by the authorized signing officer for approved budget accounts. As well, for significant expenses (e.g. travel out of Province), the nature and estimated expense should be approved in advance by the authorized signing officer.

In order to more effectively manage expenditures relating to out of province staff travel and to improve the consistency of internal practices, effective July 1, 2014 and for out-of-province travel that has not already been committed to, out-of-province staff travel will require written prior approval as follows:

- by the Director for staff travel to Nova Scotia and PEI.
- by the Director's Supervisor, in the case of a Director travelling to NS and PEI.
- by the Vice-President (Finance and Administration) for all other out-of-province destinations.

For administrative units that travel extensively due to the nature of the operations (e.g. Recruitment), this pre-approval can take the form of approval of an annual recruitment plan that clearly outlines the destinations and frequency of travel to those destinations, as well as estimated travel costs for the fiscal year.

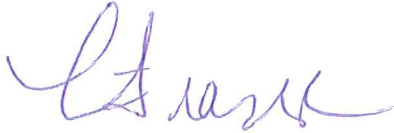
For out-of-province conference-related expenditures (registration, accommodations, travel, etc.), these types of activities must be clearly linked to training/performance development needs of the employee (as approved by the supervisor), and/or to the University's strategic priorities.

Requests for approval must be made in writing using the attached form and must identify the funding source.

When submitting requests for reimbursement of travel expenses to Financial Services, please attach a copy of the approved Staff Out-of-Province Travel Request Form.

If you have any questions, please don't hesitate to contact me at 452-0533.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lily Fraser', written in a cursive style.

Lily Fraser
Vice-President (Finance & Administration)



St. Thomas University

Staff Out-of-Province Travel Request Form

General Information

Employee Name: _____ Email: _____
(please print)
Phone Number: (____) _____ Date: _____
Employee Signature: _____ Supervisor Signature: _____

Travel Information

Destination of Travel: _____
Reason for Travel: _____
Estimated Cost of Travel: accommodations \$ _____ meals \$ _____
conference fees \$ _____ other \$ _____ Total \$ _____
Source of Funding: departmental budget _____
external funding source (please specify) _____

Is the travel training/performance development related? Y ____ N ____

If yes to above question, explain how this training will help meet the employee's training needs. Attach training event agenda if available.

How does this activity assist in achieving the strategic priorities of the University?

Prior Approval

*Signing Authority

Date

Vice-President (Finance & Administration)

Date

*Director for staff travel to Nova Scotia and PEI. Director's Supervisor, in the case of a Director travelling to NS and PEI.
*Vice-President (Finance and Administration) for all other out-of-province destinations.