



THE UNIVERSITY OF  
WINNIPEG

**POLICY: VPA # : Reimbursement for Student  
Recruitment Expenses**  
PROCEDURES:  
APPENDIX:

## **Reimbursement for Student Recruitment Expenses POLICY**

AUTHORITY: University Administration

RESPONSIBILITY: Vice President Academic

Effective Date: June 21, 2011

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### **Purpose:**

The University recognizes that the process of recruiting new students may benefit significantly, by encouraging potential students, with the potential to be exceptional achievers in academic and/or extracurricular activities, to visit our campus. The purpose of this Policy is to define the circumstances under which such visits may be financially supported by the University.

### **Scope:**

This Policy applies to all departments of the University, in which employees are involved in the recruitment of students. Any reimbursement of expenses for visits by potential students will be at the discretion of the University, having regard for budgetary considerations. All expenses require the pre-approval, in writing, by the appropriate Dean, Director, Chair, or Administrative Head.

**Responsibility:** The Vice President (Academic), on behalf of The Administration of the University, is responsible for the development, administration and review of this policy. However, the responsibility for ensuring compliance, within a specific department or administrative unit, lies with the Dean, Director, Chair, or Administrative Head of that particular department or administrative unit.

**Approved:** June 21, 2011

**Revised:**

**Cross Reference:**



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## **Principles and Procedures**

1. A request, in writing, to reimburse a student, in full or in part, for expenses incurred during a visit to our campus, as part of the student recruitment process, shall be submitted to the appropriate Dean, Director, Chair, or Head of Administrative Unit for approval prior to such a visit occurring. The request shall include a list of the expenses, and the amounts, for which reimbursement is requested.

2. The appropriate Dean, Director, Chair, or Administrative Head shall respond, in writing, to such a request, approving or denying the request. If approval is granted, the response shall specify which expenses have been approved, and a maximum amount for which the student will be reimbursed.

3. The financial resources for any such reimbursement must be available within the current operating budget of the department from which the request originated, unless alternative arrangements are authorized in advance by the administrator considering the request.

4. Expenditures under this Policy should be kept to a minimum. Reimbursements shall be approved only for expenses that are allowable under the University's expenses guidelines, and any other pertinent standards (i.e. CIS). In the case of meal expenses, such will be reimbursed, if approved, in accordance with the University's per diem allowances.

### **Review:**

This policy shall be reviewed in conjunction with the Procedures review at least once every five years.

**Approved:** June 21, 2011

**Revised:**

**Cross Reference:**