



Policy Title:

## President Expenditures Policy

University Classification & Policy Number:

A-002-21

Approval Body:

University Administration

Responsible Designate:

The Vice-President, Finance and Administration, is responsible for the development, administration, and review of this Policy

Established:

06/06/21

Revised:

Not applicable

Editorial Revisions:

Not applicable

Scheduled Review:

2026

### 1.0 Policy Purpose

The purpose of the President Expenditures Policy is to ensure travel, hospitality and other business expenditures incurred on University business by the University President are effectively managed, support the University's mission and are controlled in a fair, consistent, and expedient manner.

### 2.0 Definitions

The following definitions apply to terms as they are used in this Policy:

- 2.01 One-over-One approval:** The requirement for approval by a second, organizationally more senior, signing officer. For the President, the "one-over-one" would normally be the Chair of the Board of Regents. Any Presidential expenditure that includes a potential benefit for the Chair of the Board of Regents shall be approved by the Chair of the Audit Committee of the Board of Regents.
- 2.02 President Expenses:** Any Travel Expenses, Hospitality and External Business Expenses incurred on University business by, or reimbursed to, the University President. President Expenses do not include Internal Business Expenses related to meetings or functions organized or initiated outside of the President's Office (for example attendance at Board of Regents meetings or events, Departmental or University-wide events, etc...)
- 2.03 Internal Business Expenses:** Business expenses that relate primarily to members of the University community including students, staff, faculty and members of governing or advisory boards. For example, expenses related to a staff retreat or working lunch.
- 2.04 External Business Expenses:** Business expenses, including Hospitality, that relate primarily to interactions with people outside of the University. For example, a dinner with a donor.
- 2.05 Travel Expenses:** Expenditures incurred to travel on University of Winnipeg business occurring off of the University's campus.

**2.06 Hospitality:** The provision of food and beverages, social or recreational activities, events and functions and gifts in support of the educational, research or service activities of the University of Winnipeg. Hospitality normally involves:

- a. the hosting of an external individual or group (e.g. prospective faculty, staff or student, business or academic partner, benefactor). Spouses/partners of university employees are normally not considered external guests; or
- b. employee only activities such as work meetings or social functions.

### **3.0 Scope**

**3.01** This Policy and any related procedures and guidelines apply to all President Expenses paid for by, or for which compensation will be sought from, The University of Winnipeg directly, or from any funds administered by the University, regardless of the source of such funds.

### **4.0 Policy Elements**

#### **4.01 Principles**

**4.01.01** The role of the President is unique within the University. The President's duties include developing and maintaining relationships with a wide variety of individuals and communities, inside and outside of the institution, for the benefit of the University. Travel and Hospitality expenditures support the President in carrying out their duties.

**4.01.02** The President is in a position of trust and subject to high ethical expectations. They must uphold this trust by using University monies prudently and with probity.

**4.01.03** The University has a fiduciary responsibility to the public, external sponsors and granting agencies, the Province of Manitoba, certain tax and regulatory bodies, private donors and its students to ensure that funds entrusted to it are managed responsibly and subject to appropriate control procedures.

**4.01.04** The President shall not gain financially from University expenditures they control or influence. The cost of personal expenses, such as those incurred from extending trips or excursions for personal benefit, should not be paid for or reimbursed by the University.

**4.01.05** Travel and Hospitality expenditures in support of the University's mission shall be reimbursed subject to this Policy and the related procedures and guidelines issued by the Vice-President Finance and Administration, provided that the expenses are:

- a. Properly approved – as laid out in this Policy;
- b. Reasonable - a reasonable expense is deemed to be based on sound judgment, prudence, moderation and in line with University guidance;
- c. Appropriately documented – appropriate documentation includes original receipts and records indicating the names of attendees along with their affiliation to the University, a statement of justification for the expenditure (where not self-evident), and a record of the kilometers travelled by mode of transportation to support greenhouse gas emission tracking; and

- d. Funded – expenditures must be within the funding available from the specific grant or operating budget used to pay for them.

## 4.02 Procedures

**4.02.01 Pre-Approval:** All Presidential business travel outside of continental North America shall be pre-approved by the Chair of the Board of Regents.

### 4.02.02 Approvals:

- a. A travel claim shall be completed for all Presidential travel paid or reimbursed by the University, regardless of the source of funding. These claims shall be prepared using the standard University template and include the documentation outlined by the University's Travel and Hospitality procedures. All travel claims shall be reviewed and approved by the Chair of the Board of Regents in a timely manner.
- b. A summary of all other President's Expenses, including receipts and document as outlined in the University's *Hospitality Expenditures Procedures*, or *Travel and Business Expenditures Procedures* will be prepared quarterly for the review and approval of the Chair of the Board of Regents.
- c. Any expense reimbursements to the President shall be reviewed and approved by the Chair of the Board of Regents prior to payment.
- d. The President's Visa shall be reconciled monthly and reviewed, with supporting documentation, by the Chair of the Board of Regents in a timely manner.

### 4.02.03 Permitted Expenses:

- a. The President shall follow the guidance outlined in the University's *Hospitality Expenditures Procedures*, or *Travel and Business Expenditures Procedures* and related Guidelines with respect to the types and value of expenditures that may be reimbursed or paid for by the University.
- b. The Chair of the Board of Regents may authorize exceptions to this guidance. Such authorization shall be documented in writing and should generally occur in advance of the expenditure being incurred.

**4.02.04 Reporting:** The University shall publish a summary of the President's External Business Expenses and Travel Expenses on the University's Website each quarter.

**4.02.05 Review:** This Policy shall be reviewed in conjunction with the Procedures review at least once every five years.

## 5.0 Relevant Legislation

- Not applicable.

## 6.0 Related Policies, Procedures and Institutional Documents

- Travel and Business Expenditures Procedures
- Hospitality Expenditure Procedures
- Institutes and Centres Policy
- Conflict of Interest Policy