

Reviewed by Finance and Audit Committee: November 26, 2012  
Recommended by Governance Committee: November 23, 2012  
Approved by Board of Governors: December 10, 2012

# NAIT *Policy*

OA.5.0

## Public Disclosure of Expenses

Implementation Date:

Replaces: New

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#### 1.0 Policy

The Board of Governors is committed to the responsible use of Institute funds, the accountability of the Institute's leadership to its constituents, and transparency with regard to expenditures incurred in the conduct of Institute business.

#### 2.0 Background

Routine public disclosure on a regular basis of expenditures by the Institute's leadership related to travel and hospitality demonstrates this commitment, and is consistent with the access principles of the *Freedom of Information and Protection of Privacy Act*.

#### 3.0 Principles and Parameters

The Governance Committee is empowered to direct the development of a framework of Guidelines and/or Procedures that will:

- (a) Define the positions within the Institute's organizational structure that will be included within the routine public disclosure requirements;
- (b) Identify the nature of expenses to be included within the routine public disclosure;
- (c) Prescribe the method of disclosure, depth of disclosure, and frequency of disclosure with respect to the identified expenses;
- (d) Be consistent with the privacy principles of the *Freedom of Information and Protection of Privacy Act*; and

- (e) Identify the roles within the Institute responsible for the administration of the framework developed pursuant to this Policy.

**Related Policies:**