



Policy

Policy Name	Public Disclosure of Expenses		
Policy #	LC 3.0	Category	Legislative Compliance
Policy Owner	Vice President Administration	Effective Date	February 1, 2021
Policy Lead	General Counsel	Next Review Date	February 1, 2026
Approved by	Executive Management Committee	Approval Date	January 27, 2021

1.0 Policy Statement

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 regarding expenditures incurred in the conduct of Institute business. Routine public disclosure on a regular basis of expenditures by the Institute’s leadership related to travel and hospitality demonstrates this commitment.

2.0 Scope

Disclosure of the identified expenses will be required for the Board Chair and all Board Members while acting in capacity of a Board Member, as well as the members of the Institute’s Executive Team

3.0 Definitions

Term	Definition
Executive Team	President and Vice Presidents of the Institute
Institute Business	Activities intended to promote and achieve the goals and objectives of the Northern Alberta Institute of Technology

4.0 Guiding Principles

- 4.1 The Institute will disclose to the public, without cost to the public, those expenses identified in LC 3.1 Public Disclosure of Expenses Procedure.
- 4.2 Disclosure shall be in a manner that is accurate, consistent, and transparent.
- 4.3 Disclosure will be consistent with the access and privacy principles of the *Freedom of Information and Protection of Privacy Act*

5.0 Other Related Documents

- F.O. 3.0 Employee Expense Reimbursement Policy
- F.O. 3.01 Employee Expense Reimbursement Procedure
- F.O. 9.0 Hospitality, Celebration, Working Sessions Policy
- F.O. 9.1 Hospitality, Celebration, Working Sessions Procedure

Document History

<i>Date</i>	<i>Action/ Change</i>
November 2020	Replaces OA.5.01 Guideline – basic content unchanged but into updated format