



SIMON FRASER UNIVERSITY  
Policies and Procedures

Date  
May 1, 1977

Number  
AD 3.02

Revision Date  
September 7, 2012

Revision No.  
K

## Business and Travel Expense

### 1.0 Preamble

The University of British Columbia

1927

is a public institution of higher learning established under the *University Act of BC*. The University is governed by the Board of Governors and the Senate. The University is a not-for-profit corporation and its assets are held in trust for the benefit of the University and its students.

3.5

3.9 Meals *per diem* in field (eg. \$16.66)

3.10 Travel

3.11 Private vehicle usage

3.12 Hosting expenses

3.13 Hosting expenses must be approved

3.14 Gifts

3.15 Political donations

3.16 Original documentation

3.17 Claims and advances are to be settled

3.18 (M31) <sup>s</sup>)

Table 1: Related Policies

Policy Title	Number
REPTA	A 21.02
BUSFUFA Budgeting	A 21.04
PCa	AD 3.01
BTP	AD 9.12
RPEP (b)	AD 9.22
RPEP (b)	AD 10.11
SA	B 10.11
DA	GP 8
RE	GP 9

Click here for the "Procedure for Business and Travel Expenses" (includes the Appendix).