

Revisions to three University Policies

Procurement Policy Revision

The only major change to content is to increase the estimated cost threshold from \$2,000 to \$2,500 for purchases requiring 2 quotes or a bid process to acquire.

Personal Reimbursement Policy Revision

The only major change to content is to provide clarification around when it is appropriate to be reimbursed for the expenses of a family member or friend and describes the documentation required.

Travel Policy Revisions

1. Annual Review and Adjustment of Rates

The travel reimbursement rates (kilometric reimbursement and per diem meal rates) are reviewed annually and compared with the rates of:

- all Atlantic Provinces universities,
- other Comprehensive Universities in Canada, and
- the Province of New Brunswick rates since they are funding 60% of the operating budget.

In addition, a comparison of UNB's rates with the 2012 Driving Costs as determined by CAA was completed.

The revised rates as approved by the University Management Committee includes:

- an increase to the kilometric reimbursement rate from \$0.37 per km to \$0.41 per km
- meals for Canadian travel are now broken down by Atlantic, Ontario/West and Northern with higher rates outside of Atlantic Canada.

2. Other significant Travel Policy revisions

Section #	Description
9.2.5	All VP's can approve an exemption to claim first class air travel.
9.2.6	The e-mail notification of the electronic boarding pass as acceptable documentation for claiming the air ticket.
9.2.8	Clarification and documentation required explaining the reason for incurring charges related to flight changes.
11.1.2	Clarification and documentation required explaining the reason for not using conference accommodations.
16.6	Clarification that documentation for expenses must include original receipts. Individuals cannot keep the original receipts for any purpose (including warranty).
16.7	Mobile phone roaming charges must be reasonable and travelers are instructed to contact ITS for information regarding purchasing a plan while out of the country.
24.2	Travelers must each submit their own travel expense claims, individuals cannot claim per diem meals and expenses on behalf of others. This is to assist in the disclosure of senior administration's expenses.