



PROCEDURE FOR FIN 03: Travel and Related Costs

1.0 Preamble

This procedure sets out how the policies in SKG’s Policy FIN 03: Travel and Related Costs shall be put into effect.

2.0 Definitions

“Director of Operations” means the senior executive in SKG responsible for financial administration, regardless of the title of that position.

“SKG” means Shingwauk Kinooamaage Gamig.

3.0 Procedures

3.1 Authorization of travel

Travel for SKG’s business shall be authorized in advance as shown in the following table.

Travel by	Shall be authorized by
Employees of SKG	The manager to whom the employee reports
Individuals under contract to SKG or participating in SKG consultations or events	The manager responsible for the contract or event, and the Director of Operations; Or If the Director of Operations is responsible for the contract or event: The Director of Operations and the Director of Academics
Directors on the board of governors (other than the chair)	The chair or vice-chair of the board, and the Director of Operations
Chair of the board of governors	The vice-chair of the board, and the Director of Operations

Where anticipated travel costs include extraordinary expenses, prior authorization by the Director of Operations is required.

- “Extraordinary expenses” means expenses other than transportation, accommodation, meals, or modest incidental expenses.

The Director of Operations shall ensure that this table is amended as required by organizational changes at SKG.

3.2 Allowable costs

SKG’s framework of approved rates of reimbursement for travel and related costs shall be set out in a form to be used by authorized travellers to claim reimbursement for expenses.

The form may set limits on costs including accommodation, meals, use of personal vehicles, or other categories of costs.

The Director of Operations shall ensure that the form is revised from time as appropriate costs change.

The form may be found here. [\[add hyperlink to form\]](#)

3.3 Responsibilities of individuals claiming reimbursement for travel and related costs

Individuals claiming reimbursement for travel and related costs shall:

- Claim costs only for travel that has been authorized (as set out above in this procedure);
- Claim only the costs that were necessary to carry out the authorized travel;
- Complete SKG’s form for reimbursement; and
- Submit the form with required documentation including original receipts.

4.0 Responsible Officer

Director of Operations

5.0 Related Policies, Procedures & Documents

FIN 03 Travel and Related Costs

SKG’s policies and procedures may be found here. [\[hyperlink to be added\]](#)

Travel claim form [\[add hyperlink to form\]](#)

6.0 Version history

Approved by:	Board
Original Approval Date:	February 9, 2023
Current Approval Date:	February 9, 2023
Effective Date:	February 9, 2023