



POLICY

Policy Name	DISCLOSURE OF TRAVEL AND EXPENSES			<i>Revised</i>
Policy Number	FN-03	Category	Finance	
Policy Authority	Executive Director, Corporate Finance		Approval Date	December 3, 2025
Executive Sponsor	Vice-President, Administration and Finance		Next Review Date	December 3, 2030
Approved By	President and CEO		Frequency of Review	Every 5 years

1. POLICY STATEMENT

Medicine Hat College (MHC) is responsible for providing routine public disclosures of information regarding expenses reimbursed to all board members and senior executive demonstrating accountability and transparency to MHC stakeholders and the public.

This policy provides parameters and rules to guide the effective oversight of routine public disclosure of all travel, hospitality, and working session expenses, regardless of how an expense has been paid or reimbursed.

2. SCOPE

This policy applies to all board members and senior executive who incur costs and allowances while conducting college business.

3. DEFINITIONS

- **Approver:** with respect to a claimant, an individual with the authority to approve reimbursements or allowances under this policy.
- **Board Members:** all members of the Board of Governors for MHC.
- **Claimant:** any individual who seeks reimbursement of an expense or payment of an allowance.
- **College Business:** activities intended to promote and achieve the goals and objectives of MHC.
- **Expenses:** costs and allowances incurred by an individual in the course of college business, including but not limited to those arising from: travel, including transportation, accommodation, meals and related incidentals and hospitality.
- **Senior Executive:** any college employee holding one of the following titles: president and CEO, or vice-president.

4. PRINCIPLES

4.1 MHC acknowledges its responsibility for prudent stewardship of public funds with a focus on accountability and transparency. Expenses deemed necessary and economical must withstand scrutiny by the Auditor General of Alberta and members of the public.

- 4.2 Responsibility and accountability for compliance with this policy is shared among the individuals' incurring expenses and the designated signing authorities.
- 4.3 This policy identifies a process that provides equal and timely access to MHC board members and senior executive expense information while respecting the principles of the Alberta Protection of Privacy Act.

5. EVENT EXPENSE CATEGORIES

- 5.1 **Working Session Expenses:** costs incurred where food and/or non-alcoholic beverages are provided to employees and board members during meetings held to facilitate college business.
- 5.2 **Hospitality Expenses:** means any expenses provided in an economical manner and incurred in respect of hospitality provided to guests of MHC or individuals otherwise not engaged in work for the college as a matter of courtesy, diplomacy or protocol to facilitate college business, including without limitation, activities such as: engaging in discussion of official public matters or sponsoring formal conferences.

6. PUBLIC DISCLOSURE OF INFORMATION

- 6.1 Approved expense reports and supporting documentation must be publicly disclosed by board members and senior executive positions within the college. This requirement extends to individuals appointed to these positions in an acting role.
- 6.2 Expense reports will be published on the college website on a bi-monthly (every two months) basis and will normally be disclosed within 15 business days after the end of the bi-month.
- 6.3 Information that would normally be withheld under the Alberta Protection of Privacy Act, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.
- 6.4 All expenses will be itemized on the Expense Disclosure Summary document. Receipts to support expenses are available upon request. Receipts are not required to be disclosed on a bi-monthly basis.
- 6.5 In situations where multiple college officials attend the same working session or hospitality event, the most senior individual who took responsibility for, or was charged to take responsibility for initiating the event and/or incurring any direct additional costs for the event, is responsible for disclosure. This includes listing other disclosers in attendance.

7. EXEMPTIONS

- 7.1 Working Sessions do not require disclosure.

8. DISPUTE RESOLUTION

- 8.1 Disputes related to any aspect of expenses for travel, meals, hospitality, or working sessions, except as provided otherwise in this policy, will be directed to the next level authority of the original expense claim approver. The next highest authority will review the dispute and make a determination within the scope of this policy. The decision is final and not subject to appeal.

ORIGINAL COPY SIGNED

 Kevin Shufflebotham
 President and CEO
 Date: December 3, 2025

ORIGINAL COPY SIGNED

 Wayne Resch
 Vice-President, Administration and Finance
 Date: December 3, 2025

Additional Information	Location
Code of Conduct Policy	MHC Website & Policy SharePoint
4.13 Hosting Expenses Policy	MHC Website & Policy SharePoint
FN-01 Travel ad Expenses Policy	MHC Website & Policy SharePoint
AB Government Public Disclosure of Travel & Expenses Policy	open.alberta.ca/publications
AB Government Travel, Meal, & Hospitality Policy	open.alberta.ca/publications
AB Government Policy Interpretation: Travel, Meal, & Hospitality Expense	open.alberta.ca/publications