

Public Disclosure of Expenses Policy

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Approval Authority Vice-President (Finance) and Chief Financial Officer	
Implementation Authority Associate Vice-President (Finance)	
Effective Date October 1, 2012	
Last Revision N/A	

1 Purpose

The purpose of this policy is to:

- a) improve accountability and transparency; and
- b) establish parameters for the disclosure of expense information.

2 Scope

This policy applies to Expenses incurred by individuals in the course of fulfilling the responsibilities of the positions or offices listed in section 4.1.

This policy does not apply to costs incurred by an individual on behalf of a University team or unit.

This policy also does not apply to costs incurred by an individual when the costs are reimbursed by a third party.

3 Definitions

In this policy:

- a) “Board” means the Board of Governors of the University.
- b) “ELT” means the Executive Leadership Team of the University which is comprised of the President, the Vice-Presidents, and General Counsel.
- c) “Expenses” means costs that are within the scope of the Hospitality and Travel Expenses Policy and that are incurred by individuals in the course of fulfilling the responsibilities of the positions or offices listed in section 4.1.
- d) “FOIP” means Alberta’s *Freedom of Information and Protection of Privacy Act*.
- e) “University” means University of Calgary.

- 4 Policy Statement**
- 4.1** The approved Expenses of the following individuals will be publicly disclosed:
- members of ELT;
 - members of the Board; and
 - the Chancellor.
- 4.2** Publicly disclosed Expenses will not include Expenses which are reimbursed by a third party.
- 4.3** The public disclosure of Expenses will include the following supporting information:
- name and position of the individual who incurred the expense;
 - date each Expense was incurred;
 - the amount of each Expense;
 - description; and
 - associated receipts.
- 4.4** Information that would normally be withheld under FOIP will be redacted prior to the public disclosure of the Expenses.
- 4.5** Expenses will be available on the University's website on a periodic basis after they have been approved and paid and the event to which they relate has occurred.
- 5 Responsibilities**
- Approval Authority**
- 5.1** Vice-President (Finance) and Chief Financial Officer
- ensure appropriate rigour and due diligence in the development or revision of this policy.
- Implementation Authority**
- 5.2** Associate Vice-President (Finance)
- establish procedures for the collection and publication of the Expenses;
 - ensure that members of the Board, members of ELT, and the Chancellor are aware of this policy and related procedures;
 - monitor compliance with this policy; and
 - regularly review this policy and related procedures.
- 5.3** FOIP Advisor
- prepare records of Expenses and supporting information for publication.
- 6 Related Policies** [Hospitality and Travel Expenses Policy](#)
- 7 History**
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| October 1, 2012 | Effective. Approved on December 14, 2012. |
| January 1, 2020 | Editorial Revision. Updated format and links. Also updated position titles, where applicable. |
| September 19, 2022 | Editorial Revision. Updated titles. |