



UNIVERSITY OF
CALGARY
QATAR

جامعة
كالغاري
قطر

Departmental Policy

Departmental Procedure
Instructions/Forms

UCQ Reimbursement of UCQ Employee Utilities

Classification Financial Management	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 References 6 History 7
Approval Authority Associate Vice-President (Finance)	
Implementation Authority Director, Finance	
Effective Date November 6, 2006	
Latest Revision November 29, 2010	

Purpose 1 The purpose of this policy is to:
a) clarify how the reimbursable amount for UCQ Employee utilities is calculated; and
b) ensure compliance with the Comprehensive Agreement.

Scope 2 This policy applies to utilities consumed by UCQ Employees in accommodations provided by the State of Qatar under the terms of the Comprehensive Agreement.

Definitions 3 In this policy:
a) "Comprehensive Agreement" refers to the Comprehensive Agreement to Establish a Campus of the University of Calgary in Qatar.
b) "UCQ Employee" means an individual employed by the University and working at UCQ. It does not include Local Hires as defined by the Comprehensive Agreement.
c) "University" means the University of Calgary.
d) "UCQ" means the University of Calgary – Qatar.
e) "Utilities" includes water and electricity, telephone installation, and internet connection fees.

Policy Statement	4	<p>4.1 Under article 5-2-3-5 of the Comprehensive Agreement, the State of Qatar will reimburse the University for the actual costs incurred by UCQ Employees for electricity and water consumption up to limits approved by the State of Qatar.</p> <p>4.2 As per the memo issued by the Council of Ministers on November 27, 2002, the University will be reimbursed for the actual costs incurred by UCQ Employees for electricity and water up to:</p> <ul style="list-style-type: none"> a) QR350 / flat or apartment / month; and b) QR450 / villa / month. <p>4.3 Since meters are not read regularly, the Employee's monthly bill may not reflect actual monthly consumption rates or actual costs for electricity and water. UCQ will, therefore, calculate the reimbursable amount for electricity and water consumption on an annual basis. If the Employee is in residence for less than a year, the reimbursable amount will be calculated based on the number of months in residence.</p> <p>4.4 UCQ Employees are responsible for water and electricity charges in excess of the calculated limit.</p>
Responsibilities	5	<p><i>Approval Authority</i></p> <ul style="list-style-type: none"> • ensure appropriate rigour and due diligence in the development or revision of this policy. <p><i>Implementation Authority</i></p> <ul style="list-style-type: none"> • ensure that University staff are aware of and understand the implications of this policy; • monitor compliance with the policy; • regularly review the policy to ensure consistency in practice; and • sponsor the revision of this policy when necessary.
References	6	Comprehensive Agreement: Article 5-2-3-5
History	7	<p><i>Approved:</i> November 29, 2010</p> <p><i>Effective:</i> November 6, 2006</p>