

Policy on Reimbursement of Trustee Expenses

Title:	Reimbursement of Trustee Expenses POL 009
Policy number:	
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	(dd/mm/yyyy)
Date of Board approval	13/09/2023
Effective date of implementation	13/09/2023
Frequency of review required	3 years
Replacing or superseding information	None
Revision number	New
Responsible Office	Office of the University Secretary
Accountable Officer	University Secretary
Related legislation, regulation, policy, or policies	University of The Bahamas Act, 2016
Appendix/Appendices	

1. **Authority**

The Board of Trustees.

2. **Purpose**

This policy applies to expenses incurred by the Board of Trustees of University of The Bahamas (UB or University) in the performance of their official duties.

3. **Scope**

This policy applies to Trustees of University of The Bahamas.

4. **Definitions**

None.

5. **Policy Statement**

5.1. **Reimbursement.** Trustees are entitled to reimbursement of reasonable expenses related to official University business, that has been requested of the Trustee by the Board, or that has been requested by the Trustee and pre-approved by the Board.

5.2. Trustees may request advance payment of anticipated travel related expenses when participating in official University business.

5.3. The following expenses are not eligible for reimbursement:

- a. Alcohol
- b. Childcare
- c. Dues in private clubs
- d. Golfing or green fees
- e. Gym and recreational fees, including massages and saunas
- f. In-room movies and mini-bar charges
- g. Life insurance, flight insurance, personal automobile insurance and baggage insurance
- h. Loss/theft of cash, airline tickets, personal funds or property
- i. Lost baggage or excess baggage charge for personal items
- j. "No-show" charges or penalties for flights, hotel and car service if incurred due to non-business-related changes in schedules
- k. Parking or traffic fines
- l. Personal automobile repairs, grooming services, shoeshines
- m. Personal credit card annual fees or interest charges
- n. Charges for personal telephone calls in excess of reasonable calls
- o. Personal travel portion of a business trip
- p. Pet care
- q. Tips or service gratuities in excess of 20%
- r. Unauthorized car rentals, registration fees, etc.

- s. Discretionary upgrades (air, hotel, car, etc.)
- t. Expenses of any person other than the Trustee
- u. Personal Entertainment charges, such as movies, sightseeing tours, etc.

5.4. **Combining University and Personal Travel.** If a Trustee takes an indirect route or interrupts a direct route for any reason other than University business, the University shall reimburse only the portion required for business purposes. When the University prepaid the airfare, rental car, or lodging the Trustee shall reimburse the University for the unrelated portion of the expense. The Trustee may travel with athletic teams, but will reimburse the University for expenses incurred on their behalf related to transportation and lodging. Weekends, holidays or other necessary diversions or layovers shall be eligible for reimbursement when required for business or will result in safer or more reliable or cost-efficient travel.

5.5. The University is not responsible for reimbursing for lost time from private work and other responsibilities or duties of a Trustee that are outside of those duties and responsibilities to the University as a Trustee. Per this policy, reimbursement is not available to Trustees for political fundraising events, political events, religious events, or events where the Trustee is not an official participant.

6. Procedures

6.1. Travel reimbursement claims shall be submitted with receipts to the University Secretary and approved by the Vice President, Finance.