



Approval Authority Associate Vice-President (Finance)
Implementation Authority Director, Supply Chain Management
Effective Date September 15, 2011
Last Revision N/A

1 Purpose

The purpose of this procedure is to outline:

- a) the process by which out-of-pocket expenses associated with Sponsorships are reimbursed to Employees; and
- b)

Supporting Documentation

- 4.2 Detailed original receipts will be attached to support a claim for reimbursement of expenses or a request for payment of expenses.
- 4.3 If an original receipt has been lost, the Employee must provide sufficient detail to justify the expense.
- 4.4 The Employee will also include:

