

Retreats

Policy Statement

To facilitate departmental planning activities, a faculty member or administrator may propose, in writing, to the concerned area head the holding of a retreat at a given off-campus location for a specific period of time, to be attended by nominated personnel and for a predetermined budget. A written report on the outcome of the retreat should be submitted to the relevant area head prior to submission of the retreat's expense statement.

Reason for Policy/Purpose

This policy aims at organizing the retreats activities

Who Approved This Policy

EVP. Brain MacDougall
EVP for Administration & Finance

Who Needs to Know This Policy

AUC Community

Web Address for this Policy

<http://schools.aucegypt.edu/offices/controller/Documents/Retreats%20policy.pdf>

Contacts

Responsible University Official: Accounts Payable Director

Responsible University Office: Office of the Controller

If you have any questions on the policy or procedure for Local Travel policy, you may:

1. Call [Accounts Payable Section – Controller's Office] at [ext # 2336]
2. Send an e-mail to Hesham_r@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy

Policy/Procedures

Authorization

Retreats shall be authorized only by area heads and may not be delegated. The authorization of the General Payment Request covering the retreat's actual expenditures by an area head implies that he or she has satisfied him / herself as to the satisfactory outcome of the retreat and the legitimacy of the expenditures incurred.

Procedures for Reimbursement

The General Payment Request covering the reimbursement of retreat's expenses shall be supported by:

- 1) A copy of the proposal approved by the area head or dean, including the approved budget, the approved list of participants, and a clear objectives statement.
- 2) List of names of participants who participated in the retreat.
- 3) Hotel bill and receipt for the amount expended net of taxes withheld.
- 4) The original of other receipts and vouchers supporting other payments.

Forms/Instructions

No forms

Related Information

List related university policy documents or cross-references and where they can be located.

Appendices *(optional)*

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

History/Revision Dates

Origination Date: July 1, 2010

Last Amended Date: Jan. 18, 2017

Next Review Date: Month, Day, Year