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

<table>
<thead>
<tr>
<th>Term (alphabetical order)</th>
<th>Definition as it relates to this policy</th>
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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