



HUMAN RESOURCES POLICY CHILDCARE EXPENSES – REIMBURSEMENT

EFFECTIVE: November 1980

REVISED: March 2009

RELATED POLICIES:

POLICY

As a general rule, the College does not pay childcare expenses incurred by staff as a result of their employment at Northern Lights College.

In special circumstances, if the College requires an individual to travel and be away from home beyond the employee's normal working hours, out-of-pocket babysitting expenses may be paid by the College. In all instances the level of expenses shall be approved by the supervisor **prior** to being incurred.

PROCEDURE

1. Written approval of a Campus Administrator, the Vice-President Finance & Administration or the Director, Human Resources is required prior to incurring expense.
2. Expenses would be claimed on a normal cheque requisition with vouchers attached.
3. Cheques will be issued in the normal fashion.
4. Advances to cover these expenses will not normally be available.