



Queen's

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Policies ± Compliance is Golden

Introduction



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Queen's University policies and procedures protect you and the university from assuming undue risk, and help ensure compliance with laws and regulations.

Everyone has an important role to play in helping to ensure that transactions are executed in accordance with university



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UNIVERSITY



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The following key policies will



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The purpose of this policy is:

- f* To specify who in the university may sign which contracts.
- f* To specify who in the university may approve invoices for payment.
- f* To ensure all commitments undergo authorized review and approval prior to execution.
- f* To support the sound stewardship of resources and consistent accountability for financial and non-financial transactions throughout the university.
- f* To ensure a clear and transparent signing authority framework is established and maintained across the university.
- f* To provide clarity of roles and responsibilities.

Approval and Execution of Contracts and Invoices Policy & R Q W ¶ G



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Limits applying to the signing authority to enter into contracts and
to bind the university to the terms thereof for the categories below

Procurement Policy



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The Procurement Policy includes information for the acquisition of products and services, by purchase, rental or lease.

Queen's University must maintain high legal, ethical, managerial, and professional standards in the management of the resources entrusted to it as a publicly funded institution.

This policy helps to ensure that the university:

- f* Obtains value for money by incurring the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service ;
- f* Uses fair and open process when calling for, receiving and evaluating quotations and tenders from qualified, efficient suppliers ;
- f* Meets its statutory, legal and ethical obligations in the acquisition of products and services by purchase, rental or lease; and
- f* Employs trained staff skilled in purchasing techniques including negotiating contractual terms and conditions, cost reduction techniques, and cooperative buying processes.

Travel and Expense Reimbursement Policy



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The Travel and Expense Reimbursement policy provides a framework for reimbursement of reasonable business expenses while ensuring the effective use of public resources, transparency, and accountability .

This policy applies to all university travel and related expenses from all sources of funding administered by the university . When funding agency guidelines, or the terms of a specific award, impose greater restrictions, the more stringent requirements will apply .

Travel and Expense Reimbursement Policy & R Q W ¶ G



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In summary:

- f* Queen's University will reimburse reasonable and necessary travel or other expenses incurred while conducting university business.
- f* Queen's University is considered a designated Broader Public Sector (BPS) organization and is required to comply with directives issued under the authority of the Broader Public Sector Accountability Act.
- f* This policy applies to all Queen's faculty, staff, students, and non-employees who incur business related expenses on behalf of the university.
- f* The BPS Expense Directive prohibits reimbursement of incidental or food expenses for consultants or contractors.

Hospitality Policy



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The Hospitality policy applies to the reimbursement of all entertainment expenses from all funding sources including operating, research, ancillary, capital, or trust.

In cases where funds provided by external sponsors require more restrictive terms and conditions related to business entertainment expenses, the more restrictive policies and procedures will apply.

This policy does not apply when reception or event costs are included in the student or participant conference or program fees.

Hospitality expenses will be reimbursed providing they are :

f Reasonable in nature and amount;

f Supported with documentation as described in WKH 35 HFHL SWV section of the policy;

f Approved DV GHVF UQEWCH 3\$XWKRULJDWLRQV VHF

f Supported by a detailed business purpose and include the number of individuals entertained and the names and affiliation of the individuals or group involved; and

f Supported by written pre - approval, if required, under this policy .

Policy for the Acceptance of Credit and Debit & D U G V & R Q W ¶ G

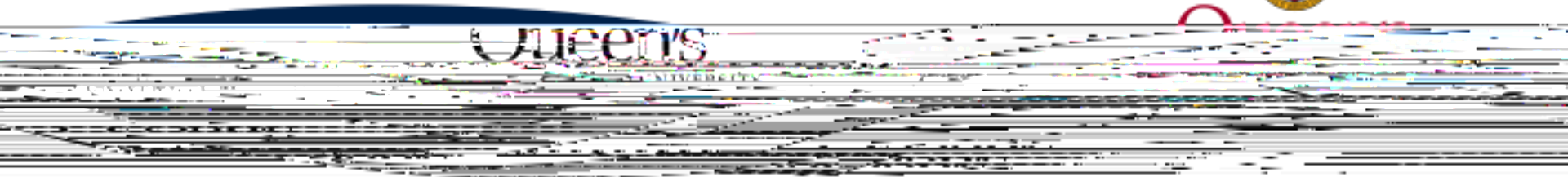


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The goal of PCI DSS is the protection of Cardholder Data. PCI DSS is a comprehensive set of controls, processes, and other requirements designed to enhance Cardholder Data security around the collection, storage, and handling of payment card information data.

In addition to being a mandatory requirement for the continued usage of Payment Cards, being compliant with PCI DSS increases customer confidence for Payment Card transactions (e.g. donors); and provides a stronger internal control environment at the university with respect to the protection of sensitive information .

Tracking Moveable Assets Policy



The Tracking Moveable Assets Policy provides guidance and direction for the effective stewardship of moveable assets whether located on university premises or non-university premises.

Moveable assets are those items that are necessary for the mission of conducting research and teaching.

Moveable Assets are articles of portable, tangible property (i.e. having physical existence), regardless of costs and useful life. This includes furniture or equipment that is not affixed to any part of a room or building.



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Tracking Moveable Assets:

- f* Demonstrates effective stewardship over research or other university Moveable Assets that have been financed with public funds;
- f* Is necessary

Perquisites Policy



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The Perquisites Policy is guided by the Broader Public Sector (BPS) Perquisites Directive which sets out provisions for perks that are allowable and those that are not .

A perquisite refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.



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In limited and exceptional circumstances, where it is demonstrated to be a business related requirement for the effective

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In such circumstances the rationale must be documented and requires approval of either of the Provost, the Principal or the Chair of the Board of Trustees. A record must be kept of all approved perquisites.

Remember



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You have an

How may we help you today?



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To learn more or to review additional

Training Resources

and Video Tutorials

visit the [Financial Services Training](#) page