**Black and white Trent University Logo with Excalibur symbol
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Guidelines for Quality Assurance Expenses

For Cyclical Review and New Program Development

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| Approved by: Provost and Vice President Academic | Issued by: Office of Provost and Vice President Academic | Date: May 2024 |

The following guidelines apply to costs associated with Quality Assurance, specifically cyclical review and new program development. Any questions should be directed to the Office of the Provost.

**Refreshments and Hospitality**

As per Trent University’s Policy on Refreshments and Hospitality, all refreshments and meals must be as economical as the circumstances allow, and must be in accordance with the Broader Public Sector (BPS) Accountability Act 2010.

**External Reviewer Expenses – Accommodation/Meals/Travel**

Expenses for two (2) to three (3) external reviewers will be covered. The Office of the Provost will work with external reviewers to organize accommodation and transportation to Peterborough and/or Durham.

**Academic Unit Expenses and Reimbursement**

The Academic Unit will be responsible for covering the costs of refreshments and hospitality and will be reimbursed by the Office of the Provost following the site visit.

Allowable Expenses

The Office of the Provost will reimburse the Academic Unit for the following expenses:

* Coffee Breaks/Snacks and Breakfast. Note that reviewers often eat breakfast at the hotel.
* Luncheons – with faculty and students
* Dinner – one external dinner that includes the Chair, Associate Chair, external reviewers and internal representative. Program Coordinators may also be part of the dinner depending on what programs are being reviewed.
* Alcohol –as per the University’s Policy on Refreshments and Hospitality, the cost of alcoholic beverages is permitted at sanctioned university events. The Provost and Vice President Academic will cover the cost of one drink per person at the external dinner.

Reimbursement

* The Academic Unit will submit an itemized list of expenses – with a total amount for transfer – to the Office of the Provost. Receipts should not be provided.
* An account number for the transfer should be included in the email.
* The Office of the Provost will transfer reimbursement for all expenses to the account number provided.