

Section:	Human Resources (HR)
Subject:	Compensation and Benefits
Legislation:	
Effective:	November 30, 2004
Revision:	November 25, 2008; September 1, 2016 (reformatted)

**APPROVED:** \_\_\_\_\_  
**Chair, on Behalf of SAIT's Board of Governors**

## **POLICY**

The policy of the Board of Governors is to require employees and Board members to plan and obtain approval for their travel on SAIT-related business.

### **POLICY/PROCEDURE REFERENCE**

HR.1.4.1 Travel Planning and Approval procedure

*The official controlled version of this document is held in the Board of Governors Office.*