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Name:	Travel – Spousal Travel
Policy Number:	4-3011
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Reporting & Audit
Effective Date	1 June 2011
Revision Date(s):	1 March 1993, 1 September 2007, 1 June 2011

Upon the prior approval of the appropriate Vice-President, the University may pay the cost of a spouse's travelling expenses. If this occurs, a taxable benefit in the amount of the spousal expense will have been received by the employee and will be included on the employee's T-4.