



**Approval Authority:** President's Office

**Last Approved:** December 22, 2021

**Administrative Responsibility:** President

**Next Review:** 2024-2025

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## **PURPOSE**

To ensure a consistent practice for payment associated with travel for interview and moving expenses.

## **POLICY**

Where appropriate, and with approval from the President, or Chief Financial Officer, the institute may pay expenses to bring an applicant in for an interview, or may pay for moving expenses of a new appointee to any position in the Institution.

## **PROCEDURES**

### ***TRAVEL FOR INTERVIEW:***

Where the President or Chief Financial Officer approves payment of expenses for a candidate to travel to an interview, costs associated with such travel will be confirmed in advance of approval and payment made upon submission of receipts. The President or Chief Financial Officer may approve a fixed amount which is lower than the actual cost.

### ***MOVING EXPENSES:***

Where the President or Chief Financial Officer approves payment of expenses for relocation of a new appointee to NVIT, costs associated with such relocation will be confirmed in advance and payment made upon submission of receipts. The President or delegate may approve a fixed amount which is lower than the actual cost. Moving costs will not exceed one months salary except as approved by the President.

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