



## Policy

**Policy#**  
**POL517**

**Title:** Travel, Hospitality and Expense Reimbursement

**Section:** Finance

**Approved Date:**  
April 16, 2013

**Revised:**

**Associated Documents:** TSP517 – Travel, Hospitality and Expense Reimbursement Procedure;  
TSP517A Travel and Expense Reimbursement Claim Form

It is the policy of Student Transportation of Eastern Ontario (STEO) to reimburse employees for all reasonable expenses which are incurred on the conduct of STEO business and in the performance of their duties.

It is recognized by STEO that hospitality expenses may be necessary in the conduct of STEO business.