



MEMO

From the office of the...

Vice-President (Finance) & CFO

TO: Members of the Student Representative Assembly
FROM: Sarphina Chui, Vice-President (Finance) & CFO
SUBJECT: Operating Policy – Business Related Expenses
DATE: March 6th, 2023

Dear Members of the Assembly,

I am writing this memo to accompany the changes made to the business-related expenses operating policy. Members and employees of the MSU rely on this operating policy as a guideline to perform their duties. Upon revision, it was found that parts of our policy were below the market and industry standards or have fallen out of scope with the changes in our business operating model through COVID. These changes were made through consultations with the university, other student unions, and external non-profits to ensure proper upholding of our financial fiduciary responsibilities.

Aside from grammatical and clarification nature of edits, there are four notable areas of edits. First, individuals who travel by a non-rental car will now receive \$0.61 cents/kilometer instead of \$0.50 cents/kilometer. This is to account for the rising gas prices and to better align with the university's reimbursement standard. Second, delegates attending conferences on behalf of the MSU whose food is not accounted for in the conference fees shall receive up to \$80 per day for food rather than \$50 per day. This is to reflect the cost of inflation and rising food prices. Third, the personal technology device reimbursement is now up to date to include all relevant full-time positions and student opportunity positions. The tiers are structured to recognize the different degrees of technological usage in staff, specifically these 5 areas of work: administrative, design/media, coordination, communications, and management. Lastly, the MSU provides funding for costs associated with working virtually. Annually, full-time staff receive up to \$250 of reimbursement and returning full-time staff/ part-time staff receive up to \$150 of reimbursement. This has been a common industry practice since the pandemic, this edit will now accurately reflect the hybrid work reimbursement program.

All proposed changes have gone through the Internal Governance Committee for approval prior to submission to the SRA. If you have any questions about the proposed changes, please don't hesitate to ask for further explanation.

Best,

A handwritten signature in black ink, appearing to read 'Sarphina Chui', with a stylized, cursive script.

Sarphina Chui (she/her)

Vice-President (Finance) & CFO

McMaster Students Union (MSU)

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