**PURPOSE:**

The travel lines in the External portfolio are currently unpredictable and lack accountability to students and the corporation. This policy will ensure that the Vice-President External is held accountable for the number of days they will be out of the office on external business. This policy will serve many purposes, including:

* Stronger resource control to prevent overspending
* More transparency about the number of days the Vice-President External is out of the office
* Better predictability for budgeting in future years

At present the University Students’ Council has no such policy that would address these concerns.

This policy defines the purpose, acceptable use, and exceptions for this policy.

1. Vice-president external travel policy
	1. Purpose:
		1. It is understood and accepted that the Vice-President External must engage in a significant amount travel as a result of the USC’s membership with the Ontario Undergraduate Student Alliance;
		2. This policy is intended to ensure accountability associated with travel and its direct costs.
	2. Acceptable Use:
		1. As a Steering Committee member, the Vice-President External will not normally be out of the office more than 25 days during their term of office;
		2. If elected President, the Vice-President External will not normally be out of the office more than 35 days during their term of office.
	3. Exceptions:
		1. In the case of extreme circumstances, the Vice-President External may seek approval for additional days from the President
			1. The President will be responsible to report to the board on the decision.
		2. If the Vice-President External does not receive approval from the President, they may appeal to the Board for further consideration.