

**SUBJECT: RETREATS**

Given the fiscal constraints and the fact that UNBC is a publicly funded institution, program or department retreats will be funded on the following basis:

1. there is a full justification made by the Chair or Manager to the Dean or Director as to why it is necessary to hold a retreat outside of the city;
2. the Dean or Director agrees and approves the expenditure;
3. the expenditure is to be charged to the program budget, and there is sufficient funds in the budget to cover these costs.