



<b>TITLE:</b>	Chief Executive Officer Expense Reimbursement and Travel		
<b>Manual/Policy#:</b>	Board of Directors # II-7	<b>Division:</b>	AGH/ FVM/ LCPS
<b>Original Issue:</b>	April 2014	<b>Issued by:</b>	Board Chair and Board Secretary
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<b>Last Date Reviewed:</b>	October 2018	<b>Cross Reference(s):</b>	

**1. POLICY STATEMENT**

The Chief Executive Officer (CEO) will be reimbursed for reasonable expenses incurred while carrying out duties and travelling for the Corporation. Such reimbursement will be in accordance with applicable legislation and organizational policy.

**2. SCOPE**

This policy applies to expenses incurred by the CEO. Expenses incurred on behalf of Carleton Place & District Memorial Hospital will be reimbursed in accordance with the terms of the contract between the two hospitals.

**3. GUIDING PRINCIPLES**

N/A

**4. DEFINITIONS**

N/A

**5. PROCEDURE**

The responsibilities of the CEO include duties that require attendance at meetings and events for and on behalf of Almonte General Hospital. The CEO will be compensated for reasonable expenses incurred while carrying out such duties and while travelling on Almonte General Hospital-related business. All out of country travel paid for by the Corporation is to be approved in writing by the Chair (or designate) prior to any trip taking place.

Reimbursed expenses of the CEO should be consistent with the expense and travel policies and practices for other employees of Almonte General Hospital. Exception may be permitted at the discretion of the Chair. In the event that the terms and conditions of the CEO's employment and the policies for other employee groups within Almonte General Hospital conflict, the terms and conditions of employment will prevail.

The Chair (or designate) will approve allowable expenses and travel claims and may consult the Vice President, Finance and CFO if required.

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CEO expenses will be publicly posted as required by the *Broader Public Sector Accountability Act 2010*, and elsewhere posted or reported as required by other applicable legislation.

**6. REFERENCES**

N/A

**7. APPENDICES**

N/A

**Evaluation**

This policy will be reviewed every two years.