



<b>TITLE:</b>	Chief of Staff Expense Reimbursement and Travel		
<b>Manual/Policy#:</b>	Board of Directors # II-8	<b>Division:</b>	AGH/ FVM/ LCPS
<b>Original Issue:</b>	April 2014	<b>Issued by:</b>	Board Chair and Board Secretary
<b>Previous Date Reviewed:</b>	October 2016	<b>Approved by:</b>	Board of Directors
<b>Last Date Reviewed:</b>	October 2018	<b>Cross Reference(s):</b>	

**1. POLICY STATEMENT**

The Chief of Staff (COS) 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 COS.

**3. GUIDING PRINCIPLES**

N/A

**4. DEFINITIONS**

N/A

**5. PROCEDURE**

The responsibilities of the COS include duties that require attendance at meetings and events for and on behalf of Almonte General Hospital. The COS 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 COS should be consistent with the expense and travel policies and practices for 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 COS's appointment and the policies for employee groups within Almonte General Hospital conflict, the terms and conditions of the appointment 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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COS 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. APPENDIXES**

N/A

**Evaluation:**

This policy will be reviewed every two years.