



<b>TITLE:</b>	Chief Executive Officer Expense Reimbursement and Travel		
<b>Manual/Policy#:</b>	MRHA Boards of Directors # II-7	<b>Entity:</b>	AGH / CPDMH
<b>Original Issue:</b>	AGH: April 2014 CPDMH: December 2022	<b>Issued by:</b>	Allied Boards Chair and Allied Boards Secretary
<b>Previous Date Reviewed:</b>	AGH: November 2020 CPDMH: N/A	<b>Approved by:</b>	Allied Boards of Directors
<b>Last Date Reviewed:</b>	December 2022	<b>Cross Reference(s):</b>	

**1. POLICY STATEMENT**

The Integrated Chief Executive Officer (CEO) will be reimbursed for reasonable expenses incurred while carrying out duties and travelling for the Almonte General Hospital (AGH). Such reimbursement will be in accordance with applicable legislation and corporate policies.

**2. SCOPE**

This policy applies to expenses incurred on behalf of the AGH 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 AGH. The CEO will be compensated for reasonable expenses incurred while carrying out such duties and while travelling on AGH-related business. All out of country travel paid for by the Corporation is to be approved in writing by the Allied Boards 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 AGH. Exception may be permitted at the discretion of the Allied Boards Chair. In the event that the terms and conditions of the CEO's employment and the policies for other employee groups within AGH conflict, the terms and conditions of employment will prevail.

The Allied Boards Chair (or designate) will approve allowable expenses and travel claims and may consult the Integrated Vice President, Diagnostic Service, Performance, and CFO if required.

---

This material has been prepared solely for use at the Almonte General Hospital (AGH), Carleton Place & District Memorial Hospital (CPDMH), Fairview Manor (FVM) and Lanark County Paramedic Service (LCPS). AGH/ CPDMH/ FVM/ LCPS accepts no responsibility for use of this material by any person or organization not associated with AGH/ CPDMH/ FVM/ LCPS. NO part of this document may be reproduced in any form for publication without permission of AGH/ CPDMH/ FVM/ LCPS.

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.