



TITLE:	Chief of Staff Expense Reimbursement and Travel		
Manual/Policy#:	MRHA Boards of Directors # II-8	Entity:	AGH / CPDMH
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Previous	December 2022	Approved by:	Allied Boards of Directors
Date Reviewed:	January 2025	Cross Reference(s):	

1. **POLICY STATEMENT**

This Chiefs of Staff (COS's) of the Almonte General Hospital Corporation (including Fairview Manor and Lanark County Paramedic Service) and of the Carleton Place & District Memorial Hospital Corporation ("the Corporations") will be reimbursed for reasonable expenses incurred while carrying out duties and travelling for the Corporations. Such reimbursement will be in accordance with applicable legislation and organizational policy.

2. **SCOPE**

This policy applies to expenses incurred by the COS's.

3. **GUIDING PRINCIPLES**

N/A

4. **DEFINITIONS**

N/A

5. **PROCEDURE**

The responsibilities of the COS's include duties that require attendance at meetings and events for and on behalf of the Corporations. The COS's will be compensated for reasonable expenses incurred while carrying out such duties and while travelling on business related to one or both of the Corporations. All out of country travel paid for by the Corporations is to be approved in writing by the Allied Boards 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 the Corporations. Exception may be permitted at the discretion of the Allied Boards Chair. In the event that the terms and conditions of the COS's appointment and the policies for employee groups within the Corporations conflict, the terms and conditions of the appointment will prevail.

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

The COS's 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.