

<b>Manual</b>	<b>GOVERNANCE POLICY</b>		<b>POLICY</b>
Section 4.0	Ensuring Financial Viability		
<b>Title</b>	<b>EXPENSE REIMBURSEMENT</b>		
Issuing Body/ Prepared By	Resource Utilization and Audit Committee		
Approved by	Board of Directors		<b>Number:</b> GOV 4.75
Effective Date Revised Date	O: April 2011		<b>File Name:</b> J:\Departmental\Admin\Chief Executive Officer\Board And Board Committees\Board Bwh\Board Policies\Policy 4.75 - Ensuring Financial Viability - Expenses REVISED.DOCX
Controlled document. Any documents appearing in paper form must be used for reference purposes only. The on-line copy on the file server above must be considered the current documentation.			

## Purpose

As part of its fiduciary responsibility, the Board of Bluewater Health is required to ensure that the Hospital's policies and processes regarding reimbursement of expenses comply with the Ontario Broader Public Sector ("BPS") Expenses Directive.

This policy sets out processes to support the Board in fulfilling this responsibility.

## Policy

The Board hereby authorizes and directs the CEO to ensure that appropriate and effective processes exist to ensure that reimbursement of business expenses by the Hospital complies with the BPS Expenses Directive.

These processes will be guided by the following principles:

- **Accountability**

Bluewater Health will be accountable for the appropriateness of expenses reimbursed by the organization.

- **Transparency**

Bluewater Health's expense reimbursement processes will be transparent to all stakeholders. The rules for incurring and reimbursing expenses will be clear, easily understood and available to the public.

- **Value for Money**

Bluewater Health will use public funds prudently and responsibly to ensure that any expenses reimbursed by the Hospital are necessary and reasonable.

- **Fairness**

Legitimate authorized expenses incurred by individuals for the benefit of the organization will be reimbursed in a timely manner.

The BPS Expenses Directive is attached hereto as Schedule “A”.

## **Approval Process**

Reimbursement requests shall be submitted on the form provided for that purpose and shall be accompanied by original receipts where available and by a detailed description of the expense (to whom paid, amount, date and purpose) if no receipt for a specific item is available.

Individuals’ expenses shall be approved by their immediate supervisor prior to reimbursement. The CEO’s expenses shall be approved by the Chair.

With respect to the Board, Directors’ expenses shall be approved by the Chair. The Chair’s expenses shall be approved by the Vice-Chair.

## **Monitoring**

Method & Frequency:

1. Review of the Policy (every three years)

## **Schedule A**

### **Broader Public Sector (BPS) Expenses Directive**