

<b>Manual</b>	<b>GOVERNANCE POLICY</b>		<b>POLICY</b>
Section 5.0	Board Effectiveness – Governance Process		
<b>Title</b>	<b>DIRECTOR EXPENSE REIMBURSEMENT</b>		
Issuing Body/ Prepared By	Governance and Nominating Committee		
Approved by	Board of Directors		<b>Number:</b> GOV 5.105
Effective Date Revised Date	O. May 2008 R. April 2011	Version 2	<b>File Name:</b>  J:\Departmental\Admin\CHIEF EXECUTIVE OFFICER\BOARD AND BOARD COMMITTEES\BOARD BWH\BOARD POLICIES\Policy 5.105 - Director Expense Reimbursement Revised April 2011.Doc
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 set out in the by-laws, Directors of Bluewater Health serve as such without remuneration. A Director is entitled to be reimbursed for the reasonable expenses incurred by him or her in the performance of his/her duties as a Director. The purpose of this policy is to set out the categories of eligible expenses and the process for reimbursement.

**Conference Expenses**

Conference-related registration fees, transportation (mileage), accommodation and meals will be paid or reimbursed by the Hospital. The Hospital’s Expense Policies (COR-FIN-A-4.10, 4.10-1 and 4.10-2) should be consulted for reference.

**Meetings**

Travel to and from meetings and other Hospital-related events is not a reimbursable expense for local travel. For out of town travel, the Director is entitled to be reimbursed for travel costs. Where the Director uses his/her personal vehicle, the applicable rate is set out in the Hospital’s Travel Expense Reimbursement Policy (COR-FIN-A-4.10-1).

**Other Expenses**

A Director who is required to pay others to care for dependants (i.e. child care, elder care) in order to fulfill his or her duties as a Director may be reimbursed the actual out-of-pocket expenses incurred for such purpose.

A Director who incurs long-distance telephone, fax, postage, courier charges or other similar expenses may be reimbursed the actual out-of-pocket expenses incurred for such purpose.

Other categories of expenses will be considered for reimbursement if supported by a reasonable explanation.

**Monitoring:**

Method and Frequency:      1.      Review of the policy (every three years)