

# Holland Bloorview

Kids Rehabilitation Hospital

<b>CATEGORY:</b>	<b>BOARD/GOVERNANCE</b>	<b>NUMBER:</b>	<b>BG-105</b>
<b>SUBJECT:</b>	<b>REIMBURSEMENT OF BOARD OF TRUSTEES EXPENSES</b>	<b>ISSUED:</b>	March 1999
		<b>REVISED:</b>	April 2010 April 2013
<b>AUTHORIZATION:</b>	_____	<b>PAGE:</b>	1 of 1
	<b>Chair, Board of Trustees</b>		

**Reference: Holland Bloorview Kids Rehabilitation Hospital By-Law No. 1 - 2011  
Section 11.0 Remuneration of Trustees**

## **POLICY**

It shall be the policy of the Board of Trustees to provide reimbursement of reasonable expenses incurred by individual trustees for Holland Bloorview Kids Rehabilitation Hospital in performance of their duties.

## **PRINCIPLES**

As stated in the By-Law, no trustee will receive directly or indirectly any profit for that service from his office as trustee. An ex-officio trustee may receive remuneration for discharging the duties of their office, but not for serving as a trustee.

## **PROCEDURE**

1. Expense reports including original receipts shall be submitted by a trustee to the President & CEO for approval.
2. Reimbursement cheques shall be issued to the claimant by the Finance Department.

To this end, claims for reimbursement of expenses by Trustees shall be approved as follows:

1. Out of town travel costs, including mileage and other transportation parking, accommodation, and meals, where directed by the Board on behalf of Holland Bloorview Kids Rehabilitation Hospital,
2. Reasonable child care expenses for attendance at a meeting or an event where representation by trustees of the Hospital is required,
3. Conference fees and course registration fees for which a trustee receives pre-approval from the Office of the President & CEO,
4. Other expenses e.g. meals, parking, transportation, incurred through the discharge of various duties assigned by the Chair of the Board of Trustees and with the prior approval of the Chair,
5. Expenses are in accordance with the *Broader Public Sector Accountability Act*.

Trustees are expected to exercise prudence when making travel arrangements and incurring expenses in connection with their activities relating to Holland Bloorview Kids Rehabilitation Hospital.

Non-redeemable expenses include entertainment and recreational expenses, personal services, and parking violations.

**Reviewed by:**  
Business & Audit Committee

**Date:**  
April 2013