

<b>Holland Bloorview</b> Kids Rehabilitation Hospital	Manual <b>Corporate</b>	Cluster <b>Governance</b>
	Theme <b>Fiduciary Obligations</b>	<b>Number</b> <b>00865</b>
<b>Reimbursement of Board of Trustees Expenses</b>		

## Preamble

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

## Policy Statement

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. 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.

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**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, 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 alcohol (except for hospitality purposes), entertainment and recreational expenses, personal services, and parking violations.

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<b>Policy Lead</b>	<b>Issued Date</b>
Barb Webster	Jan 03, 2010
<b>Committee Chair</b>	<b>Review Date</b>
Bruce Cooper	Jan 21, 2020
<b>Committee Member(s)</b>	<b>Review Date</b>
	-
<b>Authorizer</b>	<b>Review Date</b>
Julia Hanigsberg	Apr 26, 2017
<b>Authorizer's Signature</b>	
<b>Board Chair Signature</b>	
	
William Onuwa, Board Chair	