

HAMILTON BOARD OF HEALTH POLICY			
Level	Board of Health	Document No.	BOH-02
Title	Travel & Expense Reimbursement Policy	Page No.	1 of 2
Approved By	Board of Health	Approval Date	<i>Enter a date.</i>

PURPOSE

The purpose of this policy is to establish parameters for the reimbursement of reasonable expenses incurred by Board Members related to attendance at conferences, meetings, trainings or other events on Board-related business.

SCOPE

This policy applies to members of the Board of Health with respect to expenses incurred as a result of attendance at conferences, meetings, trainings or other events related to their duties with the Board. This policy shall be reviewed every two years, or more often as necessary.

POLICY

General

Board Members will be reimbursed for eligible expenses incurred in the execution of their duties and for attendance at Board-related conferences, meetings, trainings, or other events.

Reimbursement of eligible expenses will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences

The Board must approve a Board Member's participation in a conference, meeting, training, or other event.

All documentation must be submitted to the City Clerk. Following approval, the Office of the Medical Officer of Health will reimburse the Board Member process through City of Hamilton business practices.

With the exception of the Chair, Council Members of the Board of Health who are paid expenses by the municipality are not eligible for reimbursement of expenses in keeping with the *Health Protection and Promotion Act*.

Reporting

Board Members will provide a verbal report to the Board at next scheduled Board of Health meeting following a conference, meeting, training, or event.

REFERENCES

- *Health Protection and Promotion Act, RSO 1990, c H.7. Section 49 (5), (11)*

RELATED DOCUMENTS

- The City of Hamilton Policy for Business Travel, Seminars and Conferences
- BOH-01 Remuneration Policy

HISTORY

BOH-02 Travel & Expense Reimbursement Policy. Approved by the Board of Health on XXXX-XX-XX.