

Policy and Procedure

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| Title: | Policy and Procedures Pertaining to Regular Review of Travel and Other Expenses Incurred by the CEO on CCMB Business |
| Policy Number: | 07.003 |
| Effective Date: | November 9, 2006 |
| Revised Date: | November 9, 2016 |
| Approving Body: | Board of Directors |
| Authority: | CancerCare Manitoba Act |
| Responsible Officer: | Board Chair |
| Delegate: | Chair, Nominations & Governance Committee (NGC) of the Board |
| Contact: | |
| Applicable to: | CCMB Board and President and CEO |

1.0 **BACKGROUND:**

Not Applicable

2.0 **PURPOSE:**

- 2.1 It shall be the policy of CancerCare Manitoba (CCMB) to have travel and other expenses incurred by the President and CEO in the normal course of business, and paid by CCMB, reviewed and approved on a regular basis by the Chair of the Board.
- 2.2 For extraordinary travel and other expenses to be paid by CCMB, the President and CEO shall obtain written prior authorization to incur such expenses from the Chair of the Board.

3.0 **DEFINITIONS:**

3.1 **Travel and other expenses incurred in the normal course of business:**

- Expenses associated with the normal representational responsibilities of the President and CEO;
- Expenses incurred in the course of special appointments or assignments related to the interests of CCMB undertaken by the President and CEO with the approval of the Board or the Chair of the Board of CCMB;
- Expenses incurred in attending conferences related to the business of CCMB.

3.2 **Extraordinary travel and other business expenses:** expenses that are not reasonably included under the definition of expenses incurred in the normal course of business.

4.0 **POLICY:**

4.1 Travel and other expenses submitted in accordance with Section 5.1 and to be paid by CCMB shall be reviewed and approved by the Chair of the Board.

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- 4.2 Written authorization shall be obtained by the President and CEO from the Chair of the Board prior to any extraordinary travel or other business expenses to be paid by CCMB.
- 4.3 Any travel or other expenses or costs incurred for family members travelling with the President and CEO during the course of business shall be borne by the President and CEO.

5.0 PROCEDURE:

- 5.1 For travel and other expenses incurred in the normal course of business, the President and CEO shall submit quarterly reports to the Chair of the Board on:
- April 30 – for expenses incurred January 1 to March 31;
 - July 31 – for expenses incurred April 1 to June 30;
 - October 31 – for expenses incurred July 1 to September 30;
 - January 31 – for expenses incurred October 1 to December 31.
- 5.2 The reports shall consist of a list of the amounts, the specific purposes of the expenditures, and shall include receipts to support the expenses.
- 5.3 The Chair shall, if satisfied that the expenses are reasonable and appropriate, approve and sign the report. If the Chair has concerns about any travel or other business expense, the Chair will bring these to the attention of the President and CEO. The Chair will provide guidance with respect to future travel and entertainment or take such other actions as the Chair deems appropriate.
- 5.4 For extraordinary travel and other business expenses, the President and CEO shall submit a request in writing to the Chair of the Board for prior approval of proposed expenditures with sufficient time to allow the Chair to assess the merits of the request and indicate approval, or otherwise, in writing.

6.0 REFERENCES:

- 6.1 CCMB Policy 04.008, Travel Authorization and Expenses.
- 6.2 CCMB Policy 04.010, Expense Reports.

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| Policy Contact: | |
| All enquiries relating to this policy should be directed to: | |
| Name: | Chair |
| Title/Position: | Nominations & Governance Committee of the Board |
| Phone: | |
| E-mail: | |
| Address: (if required): | |

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DOCUMENTATION

Location:

This policy is located (hard and e-copy formats):

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| 1. | The original signed and approved policy is on file in the Executive Office, CCMB |
| 2. | The e-copy is on file in the CCMB Governing Documents Library, SharePoint |
| 3. | |

Revision History:

| Date | Version | Status | Author | Summary of Changes |
|-------------|----------------|---|------------------------------------|---|
| dd/mm/yyyy | # | Initial, Draft Final Minor/Major revision | | |
| 09/11/2006 | 1 | Initial | Executive Committee of the Board | |
| 09/11/2016 | 2 | Minor Revisions | Nominations & Governance Committee | Addition of item 4.3. Extension of expense reporting to 30 days rather than 15 days, item 5.1. Addition of the requirement for inclusion of receipts for expense claims, item 5.2. Addition of CCMB Policies, Travel Authorization and Expenses, and Expense Reports, as References. |
| 26/03/2018 | 2 | Minor revision | S.Friedenberger | Reformatted to new template |

Approvals Record:

This Policy requires approval by:

| Approval | Date | Name / Title | Signature |
|-----------------|-------------|---------------------|------------------|
| | | Not required. | |

FINAL APPROVAL:

| Date | Name / Title | Signature |
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| Nov 17, 2016 | CCMB Board of Directors | <i>Approved by the Board at the November 17, 2016 Board meeting.</i> |