

 <p><b>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</b></p>	<p><b>EXPENSE CLAIMS – BOARD / COMMITTEE MEMBERS</b></p>	<p><b>Policy 2.3.6 Protocol 2</b></p>
<p><b>REIMBURSEMENT OF EXPENSES PROTOCOL</b></p>		

### STANDARDS TO BE MET

1. Claims must be made on the Bay of Plenty District Health Board (BOPDHB) Board / Committee Member Expense Claim form.
2. Expenses for anything other than mileage must be pre-approved by the Board Chairperson and comply with the Fees Framework Cabinet Office Circular.
3. All claims, excluding mileage, must be accompanied by the original itemised GST receipt (NB copies of EFTPOS receipts or credit card statements do not meet this criteria).
4. Claim form must be signed by the claimant.
5. Claim forms must be approved by the Board Chairperson. The Board Chairperson may delegate this responsibility. Delegation must be in writing.
6. Claims that do not comply with BOPDHB policy and protocols on expenses will not be approved.
7. The Board Chairperson or delegate should not approve any expense claim if there is a possibility of a conflict of interest in relation to the claim. They should refer the claim to the Chief Executive Officer (CEO).
8. The Board Chairperson's expense claims will be approved by either the Deputy Chairperson or, in the absence of the Deputy Chairperson, the CEO.
9. Completed claim forms should be forwarded to the GM Governance and Quality who will forward them to Payroll for processing.

### REFERENCES

- Office of Controller and Auditor General Good Practice Guide: Controlling Sensitive Expenditure
- Fees Framework for Members of Statutory and Other Bodies Appointed by the Crown

### ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.3.6 Reimbursement of Expenses as a Direct Result of DHB Business
- Board / Committee Member Expense Claim form

<p>Issue Date: Jul 2017 Review Date: Jul 2018</p>	<p>Page 1 of 1 Version No: 5</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Financial Controller</p>	<p>Authorised by: GM, Corporate Services</p>	