

## **BOT-09 – CEO Expense Reimbursement**

### Key Points

- This policy applies to The MetroHealth System (MHS) President and Chief Executive Officer (CEO).
- Periodic CEO attendance at off-site conferences, meetings, and related activities is necessary in fulfilling MHS' mission.
- It is the MHS Board of Trustees' policy to facilitate participation in these activities by reimbursing reasonable expenditures consistent with best ethical, financial, and legal practices and regulations – and consistent with MHS' commitment to proper stewardship of MHS resources.
- This policy establishes the guidelines and process for CEO expense reimbursement.

### Policy

1. From time to time, the CEO shall need to attend educational events and other off-site meetings. MHS facilitates attendance at such events for the CEO in accordance with this policy.
2. CEO business expenses (CEO Expenses) must:
  - 2.1. Be for the benefit of MHS;
  - 2.2. Be modest, appropriate, and reasonable; and
  - 2.3. Follow the guidelines of MHS Policy FI-03.
3. The CEO shall establish an annual CEO Expenses budget. This amount shall be reviewed and approved by the Board and included in MHS' annual budget.

### 4. Approval

- 4.1. The approval required by Section 2.3 of Policy FI-03 shall be as set forth in this Section 4.
- 4.2. CEO Expenses are *de facto* approved if the CEO Expenses:
  - 4.2.1. Meet the criteria of Section 2; and
  - 4.2.2. Fall within the approved CEO Expenses budget.
- 4.3. Any other CEO Expenses must be approved in advance by the CFO, Board Chair and/or Vice-Chair.
- 4.4. Notwithstanding the foregoing, all expenses associated with international travel must be approved in advance by the Board Chair and/or Board Vice Chair.

### 5. Reporting

- 5.1. In order to ensure accountability and transparency, CEO Expenses and such expenses incurred by Executives<sup>1</sup> are reported to the Board and/or Chair of the Human Resources and Compensation Committee bi-annually.

### References

[MHS Policy FI-03](#)

### Endnotes

<sup>1</sup>Executives are those MHS employees defined in Policy BOT-06.

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Owner: Board of Trustees

Effective Date: June 26, 2024

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