POLICY:	POLICY No.
President Expense Policy	**B-10**
EFFECTIVE DATE AS OF: **October 22, 2024**	PRIOR VERSIONS: **March 23, 2021**

1. Policy Purpose:

The purpose of this policy is to clearly define what constitutes a President Expense its treatment.

2. Policy:

Robust transparent information shall be provided to the Chair of the Board for all President Expenses. The Chair has the responsibility to assess each such expenditure govern the reimbursement of authorized, legitimate reasonable expenses incurred by the President. If the Chair is present when the expenditure is incurred, the expenditure will be reviewed by the Chair of the Audit Finance Committee.

A President Expense in excess of $5,000 as defined in this policy requires prior approval from the Chair. This is an exception to Board Policy B-9, the Role of the President which delegates signing authority to the President of $500,000.

The President is subject to MITT policies, but specific exceptions for the President are listed in Part b) of this policy.

a) President Expense vs. Executive Office Expense

A President Expense includes all reasonable costs for travel transportation, hospitality, professional development (including any associated material), technology needs, other incidental costs incurred by the President while performing MITT business. Prudent judgement must be exercised when determining whether expenditure is appropriate. Such expenditures shall be considered acceptable subject to the following conditions:

- The expenditure must support the overall mission, value, strategic goals of MITT.
- The expenditure must be legitimately incurred only for MITT business.
- The expenditure must not result in any personal gain.
- The expenditure must not be construed as additional compensation by the Canada Revenue Agency such as bonuses, annual parking, etc.
- The expenditure must be supported by clear rational justification be supported by appropriate documentation.
- The expenditure must be verifiable.

All expenditures incurred by the President regardless of the method of payment or who made the payment shall be subject to this policy. For example, an external hospitality expenditure, travel expenditure, etc. paid by an assistant on behalf of the President shall be considered a President Expense.

A President Expense is to be differentiated from an Executive Office Expense such as costs related to routine administrative needs, office supplies, catering costs associated with meetings, courier expenditures, bank fees, conference phone lines, etc. Costs associated to attend industry events such as Chamber of Commerce meetings shall be charged to the relevant MITT budget centre are not considered a President Expense.

b) Policy Exceptions

F1-2 Expense Reimbursement Standards

- The President may claim expenses incurred on behalf of other employees of MITT without receiving prior authorization from the Chair.
- The President may incur reasonable expenditures for meals hospitality between themselves other MITT staff members external stakeholders if in their judgement the expenditure benefits the Institute. In the event that the Chair disagrees with the expenditure, the President may be required to reimburse the expenditure.
- The President may incur expenditures for their personal office furniture, equipment supplies greater than is typically provided to employees of MITT if it can be demonstrated that it is necessary. The President will be required to exercise good judgement required to provide supporting rationale justification to the Chair for any upgrade.

F1-3 Travel Expense Policy and Procedures

- Prior approval from the Chair for travel within Canada is not required regardless of cost. However, the President will be responsible to provide detailed documentation rationale for all travel related expenditures to the Chair include any such expenditure in the semi-annual report provided to the board.
- Travel outside of Canada exceeding $5,000 requires pre-approval from the Chair.
- As an employee of a public institution, the President will exercise prudent judgement when determining methods for air travel. The President will choose flights, class of flight, make seat selection, book upgrades check baggage as needed to fill their role.
- In certain circumstances, the provision of hospitality hosted by the President may be conducive to successful business opportunities for MITT. The President will use good judgement when determining whether an expenditure is appropriate. The Travel Expense Policy Purchase and Reimbursement for Alcohol Policy provide guidelines on acceptable hospitality expenses. The President shall exercise good judgement when incurring expenditures related to entertainment, tickets to shows sporting events that are believed to

be beneficial to MITT.

CC-6 Acceptance of Gifts

- All gifts accepted by the President over the value of $100 must be reported to the Chair included in the President's Expense Report.
- The President may accept gifts that have a monetary value of less than $100 without approval.
- The President may accept gifts that have a monetary value of greater than $100 without approval if the gift becomes the property of MITT. If the gift is personally accepted by the President is valued at greater than $100 written authorization from the Chair is required.

c) President Expense Report

The expense accounts of the President will be compiled by the senior financial officer reported to the board semi-annually.

As part of the annual audit, the expense accounts of the President will undergo additional review.

When a new Chair is appointed, the senior financial officer will arrange to meet review the President's Expense Policy summary of expense accounts to ensure the Chair is prepared to assess expenditures submitted by the President.

3. References:

The Manitoba Institute of Trades Technology Act – Section 9

MITT Board of Governors Policies:
B-9 The Role of the President and CEO
B-11 President/CEO Evaluation

MITT Administrative Policies:
CC-6 Acceptance of Gifts by Employees
FI-1 Purchasing Policy Procedures
FI-2 Expense and Reimbursement Standards
FI-3 Travel Expense Policy and Procedures
FI-5 Purchase and Reimbursement for Alcohol Purchases