



## Approval Matrix for Board Chairs, Board Members and Chief Executive Travel and Other Expenditure

Expense Type	MFH authority to approve expense exercisable by:	Operational details
<b>INTRASTATE TRAVEL</b>		
Board Chair	Director General or the Director General's nominated representative in the Office of the Director General (ODG).	<p>The ODG will consider approval of the expense on the submission of an 'ST1' form and advise the Board Chair and HSP Board Secretariat of the outcome.</p> <p>An annual 'ST1' form approval may be put in place for Board Chairs who need to travel frequently for board meetings.</p>
Board Member	Board Chair or the Board Chair's nominated representative.	<p>The Board Chair or authorised officer will consider approval of the expense on the submission of an 'ST1' form and advise the relevant Board Member and the HSP Board Secretariat of the outcome. The Travel Coordinator in each HSP will prepare a monthly report to the HSP Board Secretariat for budget reporting.</p> <p>For the avoidance of doubt, the Board Chair (or the Board Chair's nominated representative) may only approve expenses incurred for the Health Service Provider (HSP) in which they are appointed.</p>

Expense Type	MFH authority to approve expense exercisable by:	Operational details
Chief Executive	Board Chair or the Board Chair's nominated representative.	<p>The Board Chair or authorised officer will consider approval of the expense on the submission of an 'ST1' form and advise the Office of the CE of the outcome.</p> <p>For the avoidance of doubt, the Board Chair (or the Board Chair's nominated representative) may only approve expenses incurred for the HSP in which they are appointed.</p>
<b>INTERSTATE TRAVEL</b>		
Board Chair	Director General or the Director General's nominated representative in the ODG.	The ODG will consider approval of the expense via the Travel Database and advise the HSP Board Secretariat of the outcome. The Travel Coordinator in each HSP will prepare a monthly report to the HSP Board Secretariat for budget reporting.
Board Member	Board Chair or the Board Chair's nominated representative.	<p>The Board Chair or authorised officer will consider approval of the expense via the Travel Database and advise the relevant Board Member of the outcome. The Travel Coordinator in each HSP will prepare a monthly report to the HSP Board Secretariat for budget reporting.</p> <p>For the avoidance of doubt, the Board Chair (or the Board Chair's nominated representative) may only approve expenses incurred for the HSP in which they are appointed.</p>

Expense Type	MFH authority to approve expense exercisable by:	Operational details
Chief Executive	Board Chair or the Board Chair's nominated representative.	<p>The Board Chair or authorised officer will consider approval of the expense via the Travel Database and advise the Office of the CE of the outcome.</p> <p>For the avoidance of doubt, the Board Chair (or the Board Chair's nominated representative) may only approve expenses incurred for the HSP in which they are appointed.</p>
<b>OVERSEAS TRAVEL</b>		
Board Chair Board Member	MFH	Proposals for expenditure are to be submitted to the ODG via the HSP Board Secretariat. The proposal will be put forward to the Minister for Health by the ODG. The ODG will advise the Board Chair, relevant Board Member and HSP Board Secretariat and Board Support of the outcome.
Chief Executive	MFH	Proposals for expenditure should first be approved by the Board Chair. The proposal should then be submitted to the ODG via the Office of the CE. The proposal will be put forward to the Minister for Health and the ODG will advise the Office of the CE of the outcome.
<b>OTHER BOARD TRAVEL RELATED EXPENDITURE</b>		
Board Chair	Director General or the Director General's nominated representative in the ODG.	The HSP Board Secretariat will submit a request for expenditure approval to the ODG. The ODG will advise the Board Chair and HSP Board Secretariat of the outcome.

Expense Type	MFH authority to approve expense exercisable by:	Operational details
Board Member	Board Chair or the Board Chair's nominated representative.	<p>The Board Chair or authorised officer considers the expenditure request and advises the relevant Board Member and HSP Board Secretariat of the outcome.</p> <p>For the avoidance of doubt, the Board Chair (or the Board Chair's nominated representative) may only approve expenses incurred for the HSP in which they are appointed.</p>
<b>OTHER CHIEF EXECUTIVE RELATED TRAVEL EXPENDITURE</b>		
Chief Executive	Board Chair or the Board Chair's nominated representative.	<p>The Board Chair or the Board Chair's nominated representative considers the expenditure request and is to advise the Office of the CE of the outcome.</p> <p>For the avoidance of doubt, the Board Chair (or the Board Chair's nominated representative) may only approve expenses incurred for the HSP in which they are appointed.</p>
<b>EXPENDITURE FOR PUBLIC SECTOR COMMISSION APPROVED BOARD REMUNERATION</b>		
Board Chair Board Member	Chief Executive or the Chief Executive's nominated representative in the Office of the Chief Executive.	<p>Through certification of Fortnightly Payroll Report.</p> <p>For the avoidance of doubt, the Chief Executive (or the Chief Executive's nominated representative) may only approve expenses incurred for the HSP in which they are employed.</p>