



BOARD EXPENSES AND TRAVEL

PSB-FN-001

Revised: June 27, 2025

Policy Statement

The Peel Police Service Board (the "Board") is committed to ensuring that expenses incurred by Board Members and Board staff in the execution of their official duties are managed with integrity, transparency, and accountability. This policy outlines the guidelines for reimbursable expenses and travel to ensure prudent use of public funds while enabling effective governance of Peel Regional Police.

1. Purpose

To establish clear and transparent guidelines for reimbursing expenses incurred by Board Members and Board staff in the fulfillment of their official responsibilities, ensuring that such expenses are necessary, reasonable, and directly connected to the effective governance of Peel Regional Police.

2. Scope

This policy applies to all Members of the Peel Police Service Board and Board staff when conducting business on behalf of the Board.

3. Guiding Principles

All expenditures under this policy must be:

- Purposeful – Directly related to the roles and responsibilities of Board governance.
- Reasonable – Reflecting fair value, necessity, and cost-effectiveness.
- Transparent and Accountable – Appropriately documented, reported, and aligned with the expectations of public oversight bodies and the community.

4. Monthly Miscellaneous Allowance

To support Board Members in fulfilling their governance and community engagement duties, a monthly allowance of \$300 will be provided. This allowance is intended to offset minor non-reimbursable costs such as parking, local travel, incidental supplies, and attendance at local community events.

No receipts or itemized claims are required for this allowance; however, it is not intended to substitute for reimbursable major travel or hospitality expenses governed elsewhere in this policy. Only expenses above and beyond this allowance will be considered for reimbursement under the applicable provisions.

5. Travel and Conference Participation

a. Authorization and Expectations

- Board Members and staff may attend governance-related conferences, workshops, or training sessions, provided the travel is consistent with Board duties and offers clear value to police oversight and public service.
- Travel is expected to be reasonable in cost and scope. Members are encouraged to balance educational/governance value with fiscal prudence when selecting destinations and accommodations.
- Travel requires advance approval from the Board Chair or the Executive Director.

b. Eligible Expenses

Reimbursable travel expenses include:

- Airfare, (lowest available refundable fare), train fare, taxis or ride-shares, parking
- Hotel accommodations (standard room)
- Meals (subject to Section 6)
- Per diems or mileage in accordance with Region of Peel rates

Business class airfare is not reimbursable unless:

- The travel is international in nature,
- The flight duration exceeds five hours, and
- Written pre-approval is granted by the Board Chair (or Executive Director if the Chair is the traveler).

In such cases, only the lowest-priced business class fare available at the time of booking will be eligible for reimbursement.

Upgraded travel or accommodations for personal comfort beyond these provisions, or for accompanying guests, is not eligible for reimbursement.

6. Meals and Hospitality

a. Reimbursable Meals

A daily per diem (See Appendix A) may be claimed for meal expenses, with no receipt required, when:

- Traveling on approved Board business; or
- Hosting external stakeholders while fulfilling governance functions.

b. Non-Reimbursable Situations

- Meals attended exclusively by Board Members or Board staff are not eligible for reimbursement unless part of an approved conference package or as part of Board business.
- Meals must reflect public sector expectations.

c. Alcohol

- Alcohol may only be expensed when hosting external stakeholders at formal events or as part of a recognized ceremonial function.
- Claims must be reasonable, fully itemized, and clearly justified.

7. Business Attire for Board meetings and Ceremonial Functions

Board Members may be reimbursed once per term for the purchase of a standard black business suit/jacket and official Peel Police Service Board crest, to be worn at Board meetings and ceremonial functions. Reimbursement must reflect reasonable and appropriate costs in keeping with public sector standards.

8. Representation on External Governance Bodies

Board Members appointed or elected to serve on the Boards of the Ontario Association of Police Service Board (OAPSB), Canadian Association of Police Governance (CAPG), or similar organizations must first seek expense reimbursement through those organizations.

Unreimbursed expenses related to such governance service may then be submitted to the Board with appropriate documentation.

9. Compliance and Integrity

- All expenses must align with this policy and be reviewed by the Executive Director.
- Any concerns regarding claims may be referred to the Board Chair or full Board for further review.

10. Policy Review

This policy will be reviewed every four years or at the direction of the Board to ensure it remains aligned with evolving governance standards, fiscal accountability, and public expectations.

Authority/Legislative Reference:

- *Community Safety and Policing Act, 2019*
- Region of Peel Expense Reimbursement Policies
- Board Policy PSB-LG-003 Delegated Signing Authority

Approval:

This policy was approved by the Peel Police Service Board on [Insert Date].

Appendix “A”

1. Per Diem:

The per diem allowance for travel on board business shall be in accordance with the Region of Peel’s *Business Expense Accounts Policy No. F30-01* as amended.

2. Mileage:

Effective January 1 of the calendar year, the car allowance for using personal vehicles for board business shall be in accordance to the Region of Peel’s *Business Expense Account Policy No. F30-01* as amended.