



BOARD EXPENSES AND TRAVEL

PSB-FN-001

Effective Date: 2014/09/26

Policy Statement

It is the policy of the Regional Municipality of Peel Police Services Board that the policy requirements set out in this document shall form part of the Board Policies and the members and staff of the Board are hereby directed to comply with these requirements.

1. Subject

The established guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board Members and Board staff attending functions and/or training related to their duties.

2. Policy

It is the policy of the Board that Board Member and Board staff shall be reimbursed for eligible expenses as provided for in this policy, incurred in carrying out their duties.

3. General

1. Sufficient monies will be allocated annually to the Peel Police Services Board budget to allow Board Members and staff to attend annual conferences such as the Ontario Association of Police Service Boards (OAPSB), Canadian Association of Police Governance (CAPG), and any additional conferences, workshops, seminars and other relevant events as appropriate. Should insufficient funds be available for all interested Board Members to attend, the Chair shall prioritize the attendance of the interested Members. The Executive Director shall prioritize the attendance of the interested Board staff.
2. Review and approval of claims for reimbursement of travel expenses shall be in accordance with Board policy # PSB-LG-003 *Delegated Signing Authority*.
3. Where an expense incurred by a Board member is not provided for in this policy, in determining whether to submit the claim, the Board member shall take into consideration the reasonableness of the expense and reimbursement, and whether it is in keeping with the spirit of the Board Member's *Code of Conduct Policy # PSB-AI-002*.
4. Board Chair, Members and/or Board staff attending meetings that relate to Board business may be reimbursed for all reasonable meal expenses, if meals are not provided. Where more than one Board member attends, the Chair and/or Executive Director must charge the meal and submit the expense. The names of all attendees must be listed on the receipt.
5. The purchase of alcohol at meals is not reimbursable except if:
 - a. it entails the hosting of an external guest(s)
 - b. it represents a special event such as honouring a retiring Board memberUnder any circumstance, the purchase of alcohol will be reasonable given the event/situation.

6. If the Board Chair or Executive Director denies any claim for reimbursement, or where policy interpretation is required, the matter may be submitted to the Board for final disposition.
7. Board members are required to purchase a black business jacket for attendance at Board meetings and Board/police related functions. The Board shall reimburse the member for the purchase of a business jacket at a reasonable cost and in addition, reimburse the member for the cost of the Board crest to be affixed to the jacket.

4. Miscellaneous Board Expenses

This section shall apply to meetings, events and/or functions that are **less than one day** in length and do not require an overnight stay:

1. In accordance to Regional Council approved recommendation 79-182-39 which states:

“That the Region pay remuneration for expenses to Council appointees and Provincial Appointees to the Peel Police Services Board in the amount of \$100.00 per month.”

Board members shall receive \$100.00 per month to offset miscellaneous expenses incurred, such as local travel to and from Board meetings and other events within the Region of Peel.

2. Board Members or Board staff attending Board related meetings, events and/or functions outside of the Region of Peel are entitled to claim the following:
 - (a) Mileage to and from their residence to the location of the event, and/or public transportation, if used; (*refer to Appendix A*)
 - (b) Registration costs;
 - (c) Any parking or toll charges incurred;
 - (d) Cost of a meal (*refer to Appendix A*);
 - (e) Hotel accommodation, as determined by the Chair and/or Executive Director.
3. If a Board Member is appointed/elected to the Board of Directors for either the Ontario Association of Police Services Boards (OAPSB) or the Canadian Association of Police Boards (CAPG), or any Committees thereof, any claim for travel or other expenses incurred shall be submitted to the respective Association. In the event the Association does not reimburse the Member, the claim may be submitted to the Board for reimbursement. In order to be eligible for reimbursement by the Board, the Member's involvement in the Association must be sanctioned by the Board.
4. Any claim for reimbursement of expenses must be submitted on the Expense Claim form in use by the Region of Peel.

5. Travel Advances

1. A travel advance of the applicable per diem may be requested, where pre-authorized by the Chair and/or Executive Director. (*refer to Appendix A*)
2. All prepayments made to Board members or staff attending an event or training, shall be recorded as an advance via a Cheque Request form, and must be cleared by a Business Expense Claim within sixty (60) days of the last day of the event.

3. Prepayments (ie. airfare, hotel deposits, registration) made on behalf of the Board member or staff attending the event shall be charged directly to the cost centre responsible for the expense.
4. The per diem rate will be provided for each full day of travel including the day of departure and return. Per diem allowances are only provided if Board members or Board staff travel outside the Region of Peel.

6. Conferences, Seminars, Workshops and Other Meetings

This section relates to conferences, seminars or meetings one day or longer and requiring an overnight stay.

1. The Executive Director shall provide information to Board members regarding upcoming conferences, seminars or other meetings, which may be of interest to Board Members.
2. If a Board member is interested in attending a conference or seminar, they shall indicate their interest to the Executive Director at their earliest convenience.
3. The Board's annual operating budget will contain funds for the attendance of Board members at various conferences and seminars. However, should there be insufficient funds for all interested Board members to attend, the Board Chair shall prioritize the attendance of the interested members. The Executive Director shall prioritize the attendance of Board staff.

Travel Arrangements

4. Travel to conferences, seminars and meetings will be based on the following modes of transportation:
 - (i) personal automobile;
 - (ii) public transportation;
 - (iii) economy airfare;
 - (iv) economy rail transportation.
5. If air/rail travel is required, bookings will normally be made at the best advance booking price, taking into account economy, flexibility and convenience. Normally air/rail travel tickets will be arranged through the Board office, however, should it be necessary for a Board member to make their own travel arrangements to accommodate a personal or business schedule, the Board will reimburse the member for the ticket purchased based on economy pricing.
6. The cost of purchasing out-of-province medical insurance and travel cancellation insurance (if necessary) for a Board member or Board staff will be an eligible expense with the appropriate receipts.
7. Transportation and parking costs to and from airports are eligible expenses. Reimbursement claims will be made either based on mileage to and from the member's or staff member's residence to the airport and parking, or based on receipts for other modes of transportation such as taxi or airport service.

Accommodations

8. Hotel accommodation will be booked by the Board staff; however, the Board member or staff member is responsible for the payment of the cost of the accommodation and will be reimbursed upon submission of the hotel receipt. Accommodation will be reimbursed at the single room rate including taxes or at the conference rate for the duration of the conference, seminar or meeting, plus one day travel, where necessary. This shall also include daily internet service fees if applicable.
9. In order to take advantage of a lower airfare, an additional night's accommodation may be appropriate provided it is to the Board's advantage to do so.

Miscellaneous Conference/Seminar Expenses

10. While attending a conference or seminar, the Board member or staff member is entitled to submit a meal allowance claim to cover meals not provided at the conference or seminar. This is applicable only if the Board member has not been provided with a per diem advance. (*Refer to Appendix A*)
11. If a Board member or staff member seeks reimbursement for the meal allowance no receipts are necessary. If a Board member or staff member incurs expenses exceeding the total amount of the meal allowance or per diem, the Board and/or staff member may seek reimbursement for expenses which must be supported by receipts and provide a reasonable explanation for the claim.
12. A Board member or staff member may seek reimbursement for dry cleaning costs should in the course of attending a conference, seminar or other Board related business exceeds 5 days.
13. Should, in the course of air travel to a conference, seminar or other related Board meetings the Board member's or staff member's luggage is delayed or lost, the Board member or staff member may seek reimbursement for reasonable expenses incurred for the purchase of necessary toiletries and/or clothing.
14. All expense claims, including all required receipts, are to be submitted to the Board Office for reconciliation within thirty (30) days of return.

7. Ineligible Expenses

1. There shall be no reimbursement for expenses related to the attendance of a Board member or Board staff's companion and/or children at any event.
2. There shall be no reimbursement for any personal loss of property that may occur while travelling on behalf of the Board.
3. Board members and Board staff must pay for their own expenses related to social events not included in the conference registration fee such as golf tournaments.
4. There shall be no reimbursement for expenses connected with stopovers or other places while not on Board business.
5. There shall be no reimbursement for incidental expenses on hotel bills such as movie rentals.

8. Measurement Methods

The Chair and Executive Director shall ensure that all claims are valid, reasonable, and calculated correctly in accordance with the Board's policy prior to approving the claim for payment.

The Executive Director shall ensure the appropriate accounting and audit systems are in place.

9. Reporting

The Executive Director shall report to the Board on an exception basis. This applies to those circumstances where significant issues of potential liability to the Board or the member are known or are believed to exist.

10. Authority/Legislative Reference

Board Minute:63/14

Replaces: Conferences – Adopted 1993/02/19; Amended 1993/03/19 (*pages I-E-1 to I-E-4*)
Conferences – Financial Report – Adopted 1981/08/08; Amended 1986/02/18 (*page I-E-5*)
Conferences – Per Diem – Adopted 1981/10/15; Amended 1987/03/10 (*page I-E-6*)
Conferences – Special Events – Adopted 1980/11/25 (*page I-E-7*)
Remuneration- Board Members I-S-1

11. Linkage to Appropriate Police Service Directive/Regional Policy

Region of Peel Corporate Policy #F30-01,

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.