



Policy A05 - Board Member Expenses

Purpose

The members of the Halton Regional Police Services Board attend various conferences, seminars and other meetings related to their duties with the Board. Funds are budgeted annually to allow for attendance of members at these functions. The Board is desirous of establishing guidelines for payment and reimbursement of expenses incurred.

The Halton Regional Police Services Board hereby adopts the following policy statements regarding attendance, payment and reimbursement of expenses incurred as a result of Board Members attending various conferences, seminars, meetings and other functions.

1. Definitions

- a. “Event” includes conferences, seminars, meetings and other functions related to Police Services Board business;
- b. “Expense Claim Form” means the form in use by the Halton Regional Police Service;
- c. “Per Diem” means a daily allowance paid to cover expenses including meals, out of pocket expenses, gratuities, etc., incurred while attending a conference or seminar. The Per Diem rate is \$75.00 per day.
- d. “Region” means the Regional Municipality of Halton.
- e. “Receipt” means an itemized breakdown of what was purchased, including taxes and fees. Receipts must be issued by the goods and service provider and include an HST number.

2. Requirements

- 2.1 Expenses incurred by a Board member will be reimbursed when a Board Member attends an Event (with the exception of expenses falling under the per diem definition).
- 2.2 In the event of a full day event, or event spanning multiple days the Board Member will submit for a per diem on their expense form. The per diem issued is in line with the Regions policies and is a set rate of \$75.00 per day.
- 2.3 If air/rail travel is required, bookings will normally be made at the best advance booking price, taking into account economy and convenience., Board Member’s are required to book and arrange their own travel arrangements to accommodate a personal or business schedule, the Board will reimburse the person for the ticket purchased based on economy pricing. Board Members will be reimbursed once the air/ rail travel has been taken and the event attended.

- 2.4 Travel to Events will be based on the following modes of transportation:
- i. personal automobile;
 - ii. public transportation;
 - iii. economy airfare;
 - iv. first class rail transportation.
- 2.5 Board Members are permitted to add the following expenses to their economy airfare ticket:
- i. Extra legroom;
 - ii. One checked bag;
 - iii. Advance seat selection;
 - iv. Refundable/ flexible airfare.
- 2.6 Board Members shall be required to submit a short report to the Board upon their return from any conference. The report shall include highlights of sessions they attended, learnings and opportunities to be followed up. If more than one Member attends a conference, a joint report is acceptable.
- 2.7 Board members may bring family members to events, however, they are not eligible to submit any expenses related to family members, and accept to bearing any additional cost incurred by doing so. Board staff are not responsible for any bookings/ scheduling of family members attending the event
- i. Board members should endeavor to book their travel as a separate transaction from family members as practical, to ensure proper reconciling of expenses.

3. Conference Expenses

- 3.1 A report shall be placed before the Board early each year outlining the dates and locations of annual conferences for the year. Board Members shall determine which Conference(s) they wish to attend. As details of other conferences arise, they shall be brought to the Board's attention.
- 3.2 Hotel accommodations will be booked by the Board staff; whenever possible Board staff will use a corporate charge card to pay for Board members hotel accommodations, however, should the Board member have to pay for their own hotel they will be reimbursed upon submission of the Expense Claim Form.
- 3.3 The Board will not reimburse expenses for family members or any other personal guests attending events. Basic/ single occupancy rooms are booked for Board members attending the event, if Board members need an additional, upgraded or larger room to accommodate for family members and/or guests, the Board member will be responsible for the additional cost.
- 3.4 If a Board member requires an advance to cover any event expenses a written request shall be submitted to the Chair for approval.

- 3.5 All expense claims, including all required receipts, shall be submitted to the Board Office for reconciliation within fifteen (15) days of return. The Board Chair shall review and approve all claims of Board Members. In the event of an expense claim by the Board Chair, the Vice-Chair shall review and approve the expense claim. Any claim in dispute, or where policy interpretation is required, shall be referred to the Board for review.
- 3.6 For Events held within a 100 kilometer radius of the residence of the Board Member and being one day in length, the Board shall cover:
- i. kilometrage at the current rate for use of personal automobile or the cost public transportation both ways;
 - ii. registration cost for attendance; registration to be completed by Board Staff;
 - iii. per diem allowance for the number of full days attended. No receipts are required;
 - iv. parking charges;
 - v. If hotel is required for an event less than 100km away from the residence of the Board member, the Board member shall submit in writing to the Chair the reason/ explanation for hotel, and receive approval in writing regarding the decision.
- 3.7 For Events in excess of 100 kilometers from the residence of the Board member, the Board shall cover:
- i. Travel costs to and from the event, including mileage or air/ rail travel based on sections 2.3, 2.4 and 2.5;
 - ii. registration costs for attendance, registration to be booked by Board staff;
 - iii. per diem allowance for the number of full days attended. No receipts are required. One additional day for traveling is permitted, if required;
 - iv. hotel accommodation at a standard/ basic room rate;
 - v. parking charges, upon submission of receipt;
 - vi. when ground transportation to and from an airport or hotel is required, payment will be reimbursed upon submission of receipts, and the Board Member filling out the expense form, providing basic and reasonable transportation has been taken, including:
 - a. ride share (Uber/ Lyft);
 - b. basic taxi;
 - c. airport car service.
- 3.8 Should a Board member need to rent a car, which they feel essential to their needs at an event, they must submit the request in writing to the Chair and receive written approval from the Chair. When a number of people are attending the same function, shared car rental will be observed to minimize the expense. Board members are not eligible to submit a rental car expense to accommodate bringing family members to the event.

Reference:

Policy G10- Governance Support