



WATERLOO REGIONAL
POLICE SERVICE
BOARD

WATERLOO REGIONAL POLICE SERVICE BOARD POLICY

Policy Number: 082

BOARD TRAVEL AND EXPENSE REIMBURSEMENT

Date Approved:	March 6, 2013
Dates Amended:	June 19, 2019 August 14, 2024
Date to be Reviewed:	August, 2027

Policy of the Board

The Board Travel and Expense Reimbursement policy applies to Members and Staff of the Waterloo Regional Police Service Board with respect to expenses incurred as a result of attendance at conferences, conventions, seminars, training sessions and meetings related to their duties with the Board. Note that travel and expense reimbursement for the Chief of Police and Deputy Chiefs of Police is addressed under separate document.

Definitions

Acceptable receipts: original receipts which clearly substantiate proof of payment by the Board or Staff member and provides details of the expenses incurred. Meal and hotel receipts must include the itemized details of expenses incurred. Receipts are not required for per diem meals and incidentals and are subject to the daily maximums.

Guidelines

A. Eligible Expenses

Board Members and Staff will be reimbursed for:

1. Actual travel costs to and from an event upon submission of an expense claim form:
 - By car at the kilometer rate established by the Regional Municipality of Waterloo.
 - By air at economy class plus ground transportation (taxi, shuttle, public transit) to and from the airport(s), and parking; acceptable receipts are required.

- By train, if lower than the cost of Economy Class round trip airfare plus the ground transportation (taxi, shuttle, public transit) to and from the train station(s) and parking; acceptable receipts are required.

2. Per diem allowance.

A per diem allowance to cover the costs of meals and incidentals will be provided for each full day away, including the days of departure and return. For partial days, meal allowances will be provided as appropriate. The per diem allowance for incidentals is only provided when there is an overnight stay. Receipts are not required for per diem meals and incidentals and are subject to the daily maximums.

If meals are provided at the event attended, no meal allowances will be paid for those meals.

Per diems and meal allowances may be claimed and will be reimbursed upon submission of an expense claim form on return from travel and will be set at the rate established by the Regional Municipality of Waterloo.

3. Should a Board or Staff Member feel it is necessary to rent a car in order to attend an event, pre-approval must be received from the Chair, and the cost may be claimed as an expense; acceptable receipts are required.

B. Conference Approval Process

1. Early in each year, Board Members will receive a document outlining the dates, locations and estimated cost of commonly attended annual conferences for that year, so Board Members can give thought to which conferences they would like to attend. Details of other conferences shall be brought to the Board's attention as they become available.
2. Board Members may elect to attend up to two conferences per year of two or more days. Attendance at a conference that would be in addition to the two elected by the member must be pre-approved by the Board Chair.
3. The Executive Assistant will make arrangements for registration and hotel accommodations on behalf of the Board Member, through use of the Corporate Purchasing Card. Where possible, registration costs should be those of the "early registration cut-off date" in order to take advantage of discounts on registration. Hotel accommodation will be at a single occupancy rate.

The Board Member is responsible for travel arrangements, unless otherwise arranged, and will be reimbursed upon submission of a duly completed Expense Claim Form.

4. The Executive Assistant will table a report at year-end in Open Session, outlining Board Member conference attendance and associated expenses.
5. A report on conference attendance and associated expenses by Board members appointed by the Regional Municipality of Waterloo will be reported on annually by the Region as required under the *Municipal Act*.
6. For Board Staff, attendance at a conference must be pre-approved by the Board Chair.

C. Ineligible Expenses

1. Any pre and post conference social/recreational tours and/or events.
2. Companion programs for accompanying family members/companions.
3. Travel, meals and/or accommodation expenses for accompanying family members/companions.
4. Alcohol charges.
5. Loss of personal effects that may occur while travelling on behalf of the Police Services Board.
6. Travel booked using aero plan miles or reward points accumulated on personal credit cards.
7. The cost of purchasing out-of province or out-of-country medical insurance coverage.
8. Any other items of a personal or discretionary nature.

D. Expense Claims/Reimbursement

Approval and reimbursement of travel expense claims will be in accordance with the following procedures:

1. All expense claims, including required acceptable receipts, shall be submitted to the Board Office following the completion of travel.
2. Claim forms must be signed by the Board Chair or designate, except for claims submitted by the Board Chair, which must be signed by the Vice-Chair or designate.
3. Duly authorized expense claim forms will be submitted to the Regional Finance Department for payment.