



WATERLOO REGIONAL
POLICE SERVICE
BOARD

WATERLOO REGIONAL POLICE SERVICE BOARD POLICY

Policy Number: 083

CHIEF OF POLICE TRAVEL AND EXPENSES

Date Approved:	April 3, 2013
Dates Amended:	June 19, 2019 May 21, 2025
Date to be Reviewed:	May 2028

Policy of the Board

The Chief of Police Travel and Expenses policy applies to the Chief of Police with respect to expenses incurred related to the duties of the Chief of Police. Since the Chief of Police reports directly to the Board, expense claims for the Chief shall be forwarded to the Board Chair for review and approval.

When attending events that are not included as reimbursable expenses, as per the Chief's Employment Contract, the Chief shall receive pre-approval from the Board for attendance at such events.

All travel and expenses must fall within the Chief's allocated travel and expenses budget.

Definitions

Acceptable receipts: original receipts which clearly substantiate proof of payment by the Chief of Police and provides details of the expenses incurred. Meal and hotel receipts must include the itemized details of expenses incurred.

Guidelines

A. Eligible Expenses

1. Actual travel expenses to, during and from an event including:

- Air travel at economy class plus ground transportation (taxi, shuttle, public transit) to and from the airport(s), and parking; acceptable receipts are required.

- Train travel comparable to 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.
- Meal Expenses. If meals are provided at the event attended, no meal allowances will be paid for those meals. Acceptable receipts are required.

B. 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 supplementary out-of-country medical insurance coverage.
8. Any other items of a personal or discretionary nature.

C. Approval Process

1. The Chief of Police shall submit his/her expense claims to the Chair of the Board for review and approval within one month of the date of incurring said expenses
2. The Chair shall review the claim and seek clarification where necessary. If satisfied with the claim and the explanation, the Chair shall approve the claim.
3. If the Chair has any concerns with an expense claim and is not satisfied with the explanation provided by the Chief, the Chair shall bring the claim to the attention of the Board for its review and approval.