

**HALTON REGIONAL POLICE SERVICES BOARD  
POLICY MANUAL**

<b>Policy:</b>	Board Member Expenses	<b>Date of Issue:</b>	February 24, 2000
<b>Prepared by:</b>	Executive Director	<b>Revision Date:</b>	October 25 <sup>th</sup> , 2001
<b>Document No.:</b>	FIN-04	<b>Page:</b>	1 of 4

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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, telephone calls, out of pocket expenses, gratuities, etc., incurred while attending a conference or seminar.
- (d) "Region" means the Regional Municipality of Halton.

2. **General**

- 2.1 Expenses incurred by a Board member will be reimbursed when a Board Member attends an Event.
- 2.2 If air/rail travel is required, bookings will normally be made at the best advance booking price, taking into account economy 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 person for the ticket purchased based on economy pricing.
- 2.3 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.
- 2.4 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. If more than one Member attends a conference, a joint report is acceptable.

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; however, the Board member is responsible for the payment of the cost and will be reimbursed upon submission of the Expense Claim Form. An advance for the anticipated cost of the hotel accommodation shall be provided to the Member, if requested. Any difference will be reconciled on the Expense Claim Form.
- 3.3 Payment of expenses related to a spouse's attendance will not be allowed. Notwithstanding, if a spouse does attend a function with a Board member and an additional hotel room rate is applicable, reimbursement of double room occupancy rate will be provided.
- 3.4 Advances will be issued upon request to Board members to cover:
- anticipated hotel charges,
  - per diem, if applicable.
- If the Event is held in the United States, the advance shall be paid in U. S. funds.
- 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 Chairman shall review and approve all claims of Board Members. In the event of an expense claim by the Board Chairman, the Vice-Chairman 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 kilometre 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;
  - (iii) cost of meals supported by receipts;
- 3.7 For Events held within a 100 kilometre radius of the residence of the Board Member and being one day in length with evening sessions or being more than 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;

- (iii) per diem allowance for the number of full days attended. No receipts are required. Part days will be on a pro-rata basis. The per diem rate shall be as determined by the Board from time to time;
  - (iv) parking charges;
  - (v) hotel accommodation at single rate;
  - (vi) reasonable telephone calls supported by receipts when the per diem is not requested;
  - (vii) alternate accommodation in lieu of hotel (family, friends, etc.) at a rate not to exceed \$50.00 per night for the duration of the event.
- 3.8 For Events in excess of 100 kilometres from the residence of the Board member, the Board shall cover:
- (i) actual travel costs to and from the event, or the cost of economy air fare based on an advanced booking rate, whichever is less;
  - (ii) advanced bookings and other discount air fares can be used and usually require an extended stay to qualify for the reduced fare. Additional expenses incurred for such an extended stay for accommodation and meals will be paid provided that it is to the Board's advantage to do so;
  - (iii) registration costs for attendance;
  - (iv) per diem allowance for the number of full days attended. No receipts are required. Part days will be on a pro-rata basis. The per diem rate shall be as determined by the Board. One additional day for traveling is permitted, if required;
  - (v) hotel accommodation at single rate;
  - (vi) parking charges;
  - (vii) reasonable telephone calls supported by receipts when the per diem is not requested;
  - (viii) when ground transportation to and from an airport or hotel is required, payment will be reimbursed by the submission of receipts to up to a maximum of \$50.00 per trip;
  - (ix) alternate accommodation in lieu of hotel (family, friends, etc.) at a rate not to exceed \$50.00 per night for the duration of the event;
  - (x) Should a Board member decide to rent a car, which they feel essential to their needs at a function, then, at the Chairman's discretion the cost may become an expense. When a number of people are attending the same function, shared car rental will be observed to minimize the expense.



## HALTON REGIONAL POLICE SERVICES BOARD

### CONFERENCE ATTENDANCE REQUEST FORM

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Name of Conference: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Location: \_\_\_\_\_

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Board Member's Name: \_\_\_\_\_

Spouse/Companion to be registered:  Yes  No

If yes, spouse/companion name: \_\_\_\_\_

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#### Travel Arrangements

Type of Travel:  Air  Train  Own Vehicle

Transportation to be arranged by Board Staff:  Yes  No

If Yes, date departing: \_\_\_\_\_

Date Returning: \_\_\_\_\_

Seating Preference: \_\_\_\_\_

Time for flights/train: Departing -  Morning  Afternoon  Evening

Returning -  Morning  Afternoon  Evening

If flying, which airport:  Toronto  Hamilton  Doesn't matter

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#### Accommodations

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Type of Room:  Single  Double

Smoking  Non-Smoking

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#### Other Information

Advance required for Accommodations:  Yes  No

Per Diem being requested (if applicable)  Yes  No

**Additional Comments/Information:** \_\_\_\_\_  
(i.e. dietary, etc.)

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