

BRANTFORD POLICE SERVICES BOARD
POLICY #94-01

Re: Travel and Expense Policy

This policy addresses the methods and procedures by which the members of the Brantford Police Services Board, the Chief of Police, and the Deputy Chief of Police will be governed when attending to business related to the Brantford Police Services Board and the Brantford Police Service, including conferences, conventions and seminars, either within the City limits or beyond, and provides for the associated compensation entitlement for registrations, accommodations, travel and per diem allowances. This policy applies to the Secretary of the Board while engaged in Board business.

1. Definitions

- a) “*Member*” shall mean a Board member of the Brantford Police Services Board, either elected or appointed, the Chief of Police and the Deputy Chief of Police.
 - b) “*Board*” shall mean the Brantford Police Services Board.
 - c) “*Expense Review Officer*” shall mean the Chair of the Brantford Police Services Board and the Chief of Police.
2. The Chair of the Brantford Police Services Board, with respect to members of the Board and the Chief of Police, is appointed as an Expense Review Officer (ERO) and shall be responsible for administering this policy.
3. The Vice Chair is appointed as an ERO for the purpose of administering this policy as it relates to the Chair of the Board.
4. The Chief of Police is appointed as an ERO for the purpose of administering this policy as it relates to the Deputy Chief of Police.
5. All travel and expense information is considered to be public information and shall be made available upon request by the ERO.
6. The Board shall prepare an annual budget to cover anticipated travel and expense needs.
7. Board member attendance at out-of-town conferences will be by resolution of the Board, providing funds are available.
8. Members are responsible for filing their expense statements with their ERO within 30 days of their return from a function.

9. The per diem rate is applied, providing at least one overnight stay is involved. The rate may be extended by one-half a day if the period of departure commences after or ends before 15:00 hours.
10. The per diem rate allowance is \$70.00, which covers at least one overnight stay or \$35.00 to cover a part day time period commencing after or ending before 15:00 hours. Advanced monies will be in the currency of the country being visited.
11. The per diem allowance is intended to cover normal daily expenses for out-of-town trips and precludes the necessity of filing receipts for such items as:
 - a) meals or snacks
 - b) gratuities
 - c) dry cleaning
 - d) personal telephone calls
 - e) normal in-town transportation costs.
12. Individual receipts must be filed with the expense statement for all travel expenses not covered by the per diem allowance and for hotel accommodations.
13. Individual receipts must be filed with the expense statement for non per diem trips. The maximum meal allowances reimbursed, with receipts, are \$10.00 for breakfast; \$15.00 for lunch, and \$25.00 for dinner.
14. The per diem allowance and meal allowance may be adjusted by resolution of the Board.
15. An overnight stay in association with a one-day meeting or event out of town is justified (and per diem rates applied) only when the event commences before 10:00 hours or extends beyond 19:00 hours or is more than 150 km from home.
16. Members may choose their own method of transportation, provided it does not exceed the most economical commercial method, when possible.
17. Members who wish to combine a business trip with personal travel may do so, provided that they assume all additional expenses not related to business travel.
18. When more than one member is travelling in the same private vehicle, only the owner is entitled to private car mileage. The car mileage allowance will be paid at the City of Brantford exempt group rate.
19. Accommodation
 - a) Request government or corporate rates.
 - b) Members will be reimbursed at the single rate.

- c) Hospitality rooms may be obtained, when necessary, for entertainment or hosting purposes.
 - d) Private accommodation with friends or relatives while on business will not be reimbursed; however, the per diem still applies.
20. Telephone calls will be reimbursed for all local or long distance business calls.
21. Members are responsible for any additional expenses incurred as a result of a spouse or companion travelling with them, excluding registration.
22. Parking
- a) Members will be reimbursed for the cost of parking their vehicle at a transportation terminal, provided the parking does not exceed the cost of ground transportation from their home or place of business to the transportation terminal.
 - b) Members will be reimbursed the cost of parking their vehicle while on police business.
 - c) Loss or damage to the vehicle while parked shall not be the responsibility of the Board.
23. Hosting
- When necessary for a member to host or entertain people while on business, such hosting or entertaining shall not be extended solely to an individual(s) who is employed by the Board or solely to the spouse or companion of the member. In such cases, all expenses must be accompanied by receipts and a written explanation of:
- a) the reason for the hosting and particular circumstances;
 - b) the names and positions held of the person(s) hosted, and
 - c) the location where the hosting took place.

PASSED: September 20, 1994
AMENDED: January 19, 2006