

**BY-LAW NO. 03
A BY-LAW RESPECTING
TRAVEL AND EXPENSE REIMBURSEMENT OF BOARD MEMBERS**

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Related BPS Procedures

- [Procedure #48](#) – Employee Expenses

1.0 Preamble

1.1 WHEREAS subsection 31(1) of the ***Police Services Act*** provides that a Board is responsible for the provision of Police Services and for Law Enforcement and Crime Prevention in the Municipality and shall:

- 1.1.1 Generally determine after consultation with the Chief of Police, objectives and priorities with respect to the Police Service in the Municipality;
- 1.1.2 Establish priorities for the effective management of the Police Service, and
- 1.1.3 Direct the Chief of Police and monitor their performance.

1.2 AND whereas subsection 31(6) of the ***Police Services Act*** provides that the Board may, by By-Law, make rules for the effective management of the Police Service.

- 1.3 AND whereas **O. Reg. 3/99** prescribes standards for adequacy and effectiveness of Police Services.

2.0 Definitions

- 2.1 **Board** – the Barrie Police Services Board.
- 2.2 **BPS** – the acronym for the Barrie Police Service.
- 2.3 **Chair** – the Chair of the Barrie Police Services Board.
- 2.4 **Vice-Chair** – the Vice-Chair of the Barrie Police Services Board.

2.0 General

- 2.1 Board Members 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.
- 2.2 This By-Law establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board Members attending functions or meetings related to their duties or training.

3.0 Conferences, Seminars, Workshops and Training

- 3.1 Attendance may be approved for Board related conferences, seminars, workshops and/or training.
- 3.2 Registration and associated costs must be pre-approved by the Board prior to attendance.
- 3.3 Allowable expenses, as outlined within this document, may be eligible for reimbursement subject to the appropriate approval.
- 3.4 Alcohol expenses will not be permitted.

4.0 Allowable Expenses

- 4.1 The following establishes the definitions of allowable expenses that may be reimbursed.

4.2 Air Travel

- 4.2.1 Economy class air fare only.
- 4.2.2 Air fare receipts and boarding passes must be included with the travel claim.
- 4.2.3 Board Members will be reimbursed for costs that pertain to business travel only.

4.3 Rail Travel

- 4.3.1 Economy class rail fare only.
- 4.3.2 Original receipts must be included with the travel claim.
- 4.3.3 Board Members will be reimbursed for costs that pertain to business travel only.

4.4 Rental Vehicles

- 4.4.1 Will be permitted only in circumstances where shuttle bus service to the conference location is not provided.
- 4.4.2 Compact cars should be rented at all times.
- 4.4.3 Collision damage coverage must be secured.

4.5 Out of Province Medical Insurance

- 4.5.1 Out-of-Country medical insurance and travel cancellation insurance are allowable expenses with the appropriate receipts.
- 4.5.2 The maximum coverage will be the premium for single coverage for the actual number of days on business.

4.6 Hotel Accommodations

- 4.6.1 Coverage is based on single room accommodation only, at the government rate where available.
- 4.6.2 Any additional expenses incurred for spousal accommodation will be the responsibility of the individual Board Member.
- 4.6.3 Original receipts must be submitted for reimbursement.

4.7 Parking/Public Transportation Costs

- 4.7.1 Parking expenses, roadway tolls, taxis and costs for local bus or subway while on Board business will be reimbursed.
- 4.7.2 Appropriate documentation must be submitted for reimbursement.

4.8 Mileage

- 4.8.1 Private vehicles may be used for Board related business purposes and Board Members will be compensated at the current rate per kilometre as established by the City of Barrie.
- 4.8.2 If the Board Member chooses to use their own vehicle in an instance where air travel would be available, the Board Member will be reimbursed for the lesser of economy air fare or mileage.

- 4.9 Travel Related Telephone Calls/Faxes/Computer Charges
 - 4.9.1 All telephone calls, faxes, computer costs placed as a result of Board business while traveling will be reimbursed.
 - 4.9.2 Appropriate documentation must be submitted for reimbursement.
- 4.10 Spousal/Significant Other/Other Individual Who is Not a Board Member
 - 4.10.1 Spouses, significant others or other individuals who are not Board Members that incur expenses will not be reimbursed.
 - 4.10.2 Additional fees as a result of a spouse, significant other or other individual who is not a Board Member that attends a conference will be paid for by the Board Member.
- 4.11 Meals
 - 4.11.1 Meals while on Board business will be reimbursed in accordance with current City of Barrie rates and BPS procedure.
 - 4.11.2 Original itemized receipts must be submitted.
 - 4.11.3 Reimbursement for alcohol is not permitted.
 - 4.11.4 Meal expenses may not be claimed where meals are provided as part of the business activity.

5.0 Excluded Items

- 5.1 The Board will not be responsible for expenses relating to:
 - 5.1.1 Attendance at regularly scheduled monthly Board meetings.
 - 5.1.2 Expenses related to spouse, significant other or an individual who is not a Board Member.
 - 5.1.3 Loss of personal property while traveling on behalf of the Board.
 - 5.1.4 Attendance at social events not included in conference registration fees.
 - 5.1.5 Charges for alcoholic beverages.
 - 5.1.6 Incidental expenses including movie rentals, dry cleaning, etc., or
 - 5.1.7 Travel costs not specifically authorized by the Board.

6.0 Approval of Expenses

- 6.1 Chair – approved by the Vice-Chair, or designate, and one (1) other Board Member.
- 6.2 Vice-Chair – approved by the Chair and one (1) other Board Member.
- 6.3 Other Board Members – approved by both the Chair and the Vice-Chair.

7.0 Reimbursement of Expenses

- 7.1 Each invoice must be accompanied by the [Expense Claim Form](#), signed by the Board Member and duly authorized.
- 7.2 Original itemized receipts/documents must be submitted within 10 working days of the completion of the event. The submission of a debit or credit card receipt does not qualify as a detailed receipt. The actual receipt indicating the items purchased must be submitted.
- 7.3 Completed documentation will then be forwarded to the BPS Finance Manager for processing.
- 7.4 There will be no travel advances issued by the Board.

Dated this _____ day of _____, 20____.

Board Chair

Board Administrator

EXPENSE CLAIM FORM

NAME: _____

DATE(S): _____

PURPOSE: _____

EXPENSE DETAIL:

Mileage: _____ kms @ \$ _____ per km \$ _____

Travel Costs (air fare, car rental, etc.) \$ _____

Registration (if not prepaid) \$ _____

Hotel Accommodation \$ _____

Parking and Ground Transportation \$ _____

Meals \$ _____

TOTAL EXPENSES \$ _____

Signature of Claimant

Date

Approval Signature

Name of Member Approving
(Please Print)

Date

Approval Signature

Name of Member Approving
(Please Print)

Date