

Policy Type: **GOVERNANCE PROCESS**

Policy Title: **BOARD MEMBER
EXPENSES**



Policy Statement

The Durham Regional Police Services Board supports the attendance of Board members at various functions, both inside and outside of Durham Region, in the advancement of Board objectives. This policy establishes the requirements and procedures for the eligibility and reimbursement of expenses incurred in the process of performing duties on behalf of the Board, recognizing the importance of expending public funds responsibly.

Policy Application

This policy applies to members of the Board with respect to expenses incurred as a result of attendance at functions related to their duties with the Board, including seminars, meetings, conferences and community events.

1. Reimbursement of travel expenses by personal vehicle to functions will be in accordance with the Regional Municipality of Durham's rate in effect at the time of the travel.
2. If air/rail travel is required, bookings will normally be made at the best possible advance booking price, taking into account economy and convenience. First class rail travel is permitted if the cost is comparable to economy airfare. If a personal vehicle is used for travel, the maximum reimbursement allowed would be equal to that of economy airfare at an advanced booking rate.
3. Travel tickets and hotel accommodations will be arranged through the Board office, however, should it be necessary for a Board member to make his or her own travel arrangements to accommodate a personal or business schedule, the Board will reimburse the person for the ticket purchased.
4. Board members will be reimbursed for:
 - a) Registration costs.

- b) Actual travel costs to and from the event, or the cost of economy airfare based on an advanced booking rate, whichever is less; original receipts required.
 - c) A per diem allowance to cover the costs of meals and miscellaneous personal expenses will be provided for the number of full days away, including the days of departure and return. No receipts are required. The per diem rate will be in accordance with the Regional Municipality of Durham's rate in effect at the time of travel.
 - d) For partial days, meal allowances will be provided as appropriate. If meals are provided at the event attended, no meal allowances will be paid for those meals.
5. Hotel accommodation will be paid at a single occupancy rate. Parking and ground transportation charges will be reimbursed with the provision of original receipts.
 6. The cost of purchasing out-of-country medical insurance coverage is an allowable expense provided receipts are submitted in evidence of the expense incurred. The maximum coverage will be the premium for single coverage for the actual number of days on business.
 7. Payment of expenses related to the attendance of any person other than the Board member will not be allowed.
 8. Board members must pay for their own expenses related to social events not included in any conference registration fee, such as golf tournaments.
 9. Expenses connected with stopovers while not on Board business will not be allowed for reimbursement.
 10. Alcohol charges will not be reimbursed.
 11. All expense claims, including required receipts, shall be submitted to the Board Office as soon as possible following the completion of travel. Claim forms must be signed by the Board Chair or his/her designate, except for claims submitted by the Board Chair, which must be signed by the Vice Chair or designate. Any claim in dispute shall be referred to the Board for review.

Reporting

1. The Executive Director shall monitor expenditures claimed under this policy and report to the Board should the circumstances warrant.