

# LONDON POLICE SERVICES BOARD POLICY

## **LPSB Policy: 102**

**Title:** Travel and Convention Expense Policy

**Approved:** December 14, 2000

**Revised:** November 21, 2013

**Approved: June 16, 2022**

### **1. Policy:**

It is the policy of the London Police Services Board with respect to travel and convention expenses that:

- The Board shall address the methods and procedures by which the Members and employees of the Board, the Chief of Police, and the Deputy Chiefs of Police shall be governed when attending business related to the Board, 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.
- It is understood that authority for the expenditure of funds for any and all expenses covered by this policy extends only to the extent of the financial limitations imposed by the annual (current) budget of the Board.

See Administration of Travel and Convention Expense Policy.

### **2. Reference(s):**

**City of London Travel and Expense Policy – Chapter 28**

**Former Travel and Expense Policy – December 14, 2000**

**Former Travel and Expense Policy - May 27, 1999**

**Former Travel and Expense Policy - January 25, 1994**

**Excerpt from Board minutes of November 24, 1981 re: Hotel Accommodation for Spouse**

**Excerpt from Board minutes of June 30, 1992 re: Travel and Expense Policy**

## **Administration of Travel and Convention Expense Policy:**

### **I. DEFINITIONS**

Member: shall mean a Member of the London Police Services Board, either elected or appointed.

Board: shall mean the London Police Services Board.

# LONDON POLICE SERVICES BOARD POLICY

Administrator: shall mean the Chief of Police or Deputy Chief of Police of the London Police Service.

Chair: shall mean the Chair of the Board.

Expense Review Officer (ERO): shall mean the Chair of the Board and the Chief of Police.

Employee(s): shall mean personnel employed by the Board.

Full Day shall mean eight (8) hours or more

Partial Day shall mean less than eight (8) hours

## II. EXPENSE REVIEW OFFICER

The following are hereby appointed “Expense Review Officers” (EROs), for the jurisdictions referred to, and shall be responsible for: administering this policy within their particular areas of jurisdiction; addressing any justifiable exceptions; and auditing and processing all expense statements in accordance with this policy, while maintaining the right to request additional explanations, documentation, or justification of any, or all, of the expense statements:

-The Chair, or designate - with respect to Members and the Chief of Police.

-The Chief of Police - with respect to the Deputy Chiefs of Police.

The ERO is responsible for reviewing and authorizing travel expense reports. Under no circumstances may an ERO authorize expenses incurred on their own behalf.

The ERO’s signature indicates that:

- The expense is a legitimate business expense; and funds are available within the approved budget;
- The purchasing method does not violate the purchasing policy;
- Appropriate supporting documentation, as outlined in this policy, is attached; and,
- The expense has been charged to the correct cost centre and expense code.

# LONDON POLICE SERVICES BOARD POLICY

## III. APPEAL COMMITTEE

The Members shall be an Appeal Committee for the purpose of dealing with disputes between a Member, an Administrator, or an Employee and their perspective ERO. (Hereinafter called the “parties to the appeal”). The Appeal Committee shall be comprised of all Members except those Members that are parties to the appeal.

## IV. RELEASE OF EXPENSE INFORMATION

All expense information is considered to be public information and shall be made available, upon request, by the ERO. Annually, at the first Board meeting of the year, the Chair shall submit to the Board, an itemized list of expenses incurred during the previous calendar year for the Members and Administrators. In the case of travel expenses, the list shall include the date, location, purpose of the trip, and total expenditure.

## V. TRAVEL

### 1. TRAVEL BUDGET

- (a) At the first meeting of the calendar year, upon request of the Chair, each Member, and Administrator shall be required to submit an annual estimate of travel plans prepared on the basis of this policy; and
- (b) Unanticipated travel requests may be approved by the Chair, depending on the availability of funds.

### 2. AUTHORIZED TRAVEL

#### (a) Members

Members are entitled to receive reimbursement for expenses while attending the following:

- i) Annual conferences of the Ontario Association of Police Services Boards (OAPSB) and Canadian Association of Police Governance (CAPG), or their successor associations.
- ii) Board or Executive Committee meetings, associated meetings with Federal or Provincial Ministries, workshops and seminars, provided the

# LONDON POLICE SERVICES BOARD POLICY

Member is a director, committee, or task force member within the sponsoring organization.

- iii) Meetings, workshops, seminars, and conferences.
- iv) Meetings, workshops, or course seminars sponsored by, or presented in association with, Federal or Provincial Ministries provided the meeting, workshop, or seminar has a direct relationship to policing concerns or interests, and subject to the approval of the Board and the availability of funds in the current budget.
- v) Annual conferences or board meetings of any organization in which a Member sits as a director/committee member representing the Board, and where the Board is entitled to voting delegate status because of its membership.
- vi) Out-of-town business as a representative of the Board, provided that prior approval has been received from the Board, or provided that the Member is acting on behalf of the Chair of the Board, provided that prior approval of the Chair has been obtained. (This section does not apply to the Chair of the Board).
- vii) Out-of-town business as the Chair of the Board, provided that sufficient funds are available.
- viii) One conference in addition to those mentioned in i) and v) above in any given year, provided that the said conference has a direct relationship to policing concerns or interests, subject to the approval of the Board, and the availability of funds in the budget.

## (b) Administrators

Administrators are entitled to reimbursement for expenses while attending the following:

- i) Annual conferences and associations in which the Board is a member.
- ii) Board/Executive/Committee meetings of associations referred to in i) above, provided that the Administrator is a director, or a member, of the said Board/Executive/Committee.
- iii) Out-of-town meetings with Provincial or Federal officials, officials of other municipalities, workshops, seminars, or any other municipally-related events, functions, or meetings, provided that prior approval is received from the Chief of Police and subject to funds being available in the current budget.

# LONDON POLICE SERVICES BOARD POLICY

## (c) Employees

Subject to Board approval and the availability of funds, Employees are entitled to reimbursement for expenses while attending the following:

- i) Annual conferences of the Ontario Association of Police Services Boards (OAPSB) and Canadian Association of Police Governance (CAPG), or their successor associations.
- ii) Meetings, workshops, seminars, and conferences.
- iii) Meetings, workshops, and seminars sponsored by, or presented in association with, Federal or Provincial Ministries provided the meeting, workshop, or seminar has a direct relationship to policing concerns or interest.
- iv) One conference in addition to those mentioned in i) and ii) above in any given year provided that the said conference has a direct relationship to policing concerns or interests.

## 3. TRAVEL CASH ADVANCES

- (a) Travel Cash Advance requests must be made to the appropriate ERO at least two weeks prior to departure. If foreign currency is required, requests shall be made three weeks prior to the travel date.
- (b) The amount of cash advanced shall be calculated by the ERO based on the estimated expenses associated with each individual circumstance.
- (c) No cash advances shall be provided for amounts less than \$100.00.
- (d) An advance may be provided to cover the cost of travel tickets purchased through a travel agent.

## 4. TRAVEL EXPENSE STATEMENTS

- (a) Members, Employees, and Administrators are responsible for filing their respective Travel Expense Statements with their respective ERO within 14 days of their return from an out-of-town event covered by this policy.
- (b) Individual receipts must be filed with the Expense Statement for all travel expenses not covered by the per diem allowance and for all hotel (room) accommodations. If at least one overnight stay has been involved, and the per diem allowance claimed, individual receipts for items covered by the per diem are not required.

# LONDON POLICE SERVICES BOARD POLICY

- (c) The maximum meal allowances that shall be reimbursed are \$10.00 for breakfast, \$20.00 for lunch, and \$30.00 for dinner. No receipts are required.
- (d) Any funds owed to the Board as a result of cash advances or uncovered expenses of a personal nature, etc., shall be submitted to the ERO with the Travel Expense Statement. Any funds owing to the City beyond a 30-day period from the date of return from an out-of-town event shall be deducted from the individual's next paycheck.
- (d) Any funds owed to the Board as a result of cash advances or uncovered expenses of a personal nature, etc., shall be submitted to Financial Services. Any Member/Employee/Administrator who has funds owing to the Board beyond a 30-day period from the date of return from an out-of-town event shall not be allowed any further advances for travel until the outstanding advance has been settled.

## 5. REGISTRATION FEES

Registration fees for attendance at a convention, conference, seminar, workshop, or annual meeting shall be reimbursed in full by the Board upon submission of an invoice from the appropriate organization or receipt of payment.

## 6. TRAVEL ALLOWANCES

- (a) Per Diem Allowance
  - (i) The per diem rate shall be as established by the governing body from time to time, provided that, in the case of a local board or commission, it shall not exceed that established by the City Council for elected and appointed officials.

The per diem rate will be paid in Canadian funds unless there is a requirement for U.S. funds. An Official/Staff who receives a per diem allowance may not claim additional personal expenses. To simplify reporting, receipts are not required for per diem expenses.

A corporate purchasing card should not be used to purchase expenses covered under the per diem allowance.

- (ii) The per diem allowance is intended to cover the following normal daily expenses:
  - meals and snacks- gratuities

## LONDON POLICE SERVICES BOARD POLICY

- cleaning expenses - telephone calls (personal)

- miscellaneous personal expenses

- non-alcoholic beverages

(iii) The per diem rate of \$70 will be applied to a twenty-four hour period, provided that at least one overnight stay is involved. At the discretion of the ERO, a partial per diem may be paid to cover costs associated with partial days away. (Proration will be based on actual departure/arrival times as outlined in VII.4. (a)(vi) below).

(iv) Where meals have been provided, the per diem rate will be reduced by the amount reflected below:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00

(v) An overnight stay in association with a one-day meeting or business event out-of-town is justified (and therefore the per diem rate applied) depending on the scheduled start and end times of the meeting and that the distance required to be travelled exceeds 150 kilometres.

(vi) Where an overnight stay is not involved but the Official/Staff is required to attend out-of-town meetings for the entire day, the per diem rate of \$60 will be applied.

(Where meals are provided at the attended function, the per diem rate will be reduced by the amount reflected in VII.4. (a) (iv) above).

Where a partial day per diem is applicable the following proration will be applied:

Breakfast	\$10.00 - If an employee is required to depart before 6:00 am
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Lunch	\$20.00 - If an employee is required to depart before 12:00 noon
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Dinner	\$30.00 - If an employee is unable to return home until after 6:00pm
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No other expenses will be reimbursed; receipts are not required for per diem expenses.

# LONDON POLICE SERVICES BOARD POLICY

## (b) Transportation

- i) Members, Employees, and Administrators may choose their own method of transportation on the understanding that the most direct route and the most economical method must be used.
- ii) Economy airfare is normally to be used, but business class may be authorized by the ERO if:
  - less expensive seats are not available, or
  - the departure time is not acceptable, or
  - the individual is traveling on a continuous flight in excess of five hours.
- iii) The cost of an additional night(s) accommodation may be reimbursed if it is required in order to take advantage of a discount airfare, provided that the cost of the extra accommodation is not greater than the savings realized from the discounted airfare.
- v) Members, Employees, and Administrators may be reimbursed for first class rail transportation (provided they actually travel first class), provided that the trip extends over a normal meal period (breakfast, lunch, or dinner). Otherwise, only economy rail transportation costs shall be reimbursed.
- v) Private vehicles may be used by Members, Employees, and Administrators for out-of-town transportation when it is the most economical and/or practical method of travel. The mileage rate, equal to the mileage rate established from time to time by the City Council for elected and appointed officials, shall be reimbursed.
- vi) Rental vehicles may be used by Member, Employees, and Administrators where it is demonstrated that this method of transportation is more cost-effective than the use of taxis, limousines, etc. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.
- vii) Members, Employees, and Administrators may be reimbursed for the actual costs of taxicabs, airport limousines, or buses (or equivalents) for transportation between the individual's home or workplace and the designated transportation terminal, as well as between the transportation terminal and the hotel or other destination point. Reimbursement shall also be made for actual and reasonable costs incurred for such vehicles on approved city business, whether within the City of London or at an approved location.



## LONDON POLICE SERVICES BOARD POLICY

- viii) Sickness and Accident Insurance is available to Members, Employees, and Administrators to the extent that such coverage is provided by the Board while travelling inside or outside of Canada. Additional sickness or accident insurance premiums shall not be covered by the Board.
  - ix) Members, Employees, or Administrators who wish to combine a business trip with personal travel may do so provided that they assume all additional expenses not related to the business travel.
  - x) When more than one Member, Employee, or Administrator are travelling in the same motor vehicle, only the owner of the said vehicle is entitled to reimbursement for mileage expenses as provided by this policy.
- (c) Accommodation
- i) Individuals may be reimbursed for either single or double room base rates (including applicable taxes) depending on individual circumstances. In each case available government or corporate rates should be requested.
  - ii) If the spouse of a Member, Chief of Police, or Deputy Chief accompanies them, double room base rates shall apply.
  - iii) With approval from the appropriate ERO, hospitality accommodation, such as suites, parlours, etc. may be obtained when necessary for entertainment or hosting purposes.
  - iv) If a Member, Employee, or Administrator chooses to stay overnight with friends or relatives while on business related to the Board, instead of staying at a hotel, accommodation expenses shall not be reimbursed, but the per diem allowance shall still apply, as required.
- (d) Telephone Calls
- i) Members, Employees, and Administrators shall be reimbursed for all telephone calls (local or long distance) that are directly related to police business.
- (e) Spousal Expenses
- i) Members, Employees, and Administrators shall be responsible for all additional expenses incurred as a result of a spouse or companion.
- (f) Parking Expenses
- i) Members, Employees, and Administrators shall be reimbursed for the cost

## LONDON POLICE SERVICES BOARD POLICY

of parking their motor vehicle at a transportation terminal while they are out of town on business, subject to the submission of appropriate receipts and provided that the cost of parking does not exceed the cost of ground transportation from their home or place of business to the transportation terminal. Loss or damage to the vehicle while parked shall not be the responsibility of the Board.

- ii) Members, Employees, and Administrators shall be reimbursed for the cost of parking their motor vehicle overnight while they are out of town on business, subject to the submission of appropriate receipts. Loss or damage to the vehicle while parked shall not be the responsibility of the Board.

### **VI. HOSTING**

On occasions when it becomes necessary for a Member, or an Administrator, to host or entertain people while on out-of-town business relating to the affairs of the Board, 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 or Administrator, unless the individual, spouse, or companion is attending in an official or business-related capacity. In such cases, all expenses must be accompanied by receipts plus a written explanation setting out the following:

- (a) the reason for the hosting and the particular circumstances;
- (b) the names and the positions held (if applicable) of the person(s) hosted;
- (c) the location at which the hosting took place.