



GREATER SUDBURY POLICE SERVICE BOARD POLICY

SUBJECT: TRAVEL EXPENSES	NUMBER: PSB011
ORIGINATING DATE: June 23, 2003	REVISED DATE: December 17, 2025
REPORTING REQUIREMENTS: None	

1.0 GENERAL

- 1.1 All travel and related Board expenditures shall be proposed through the annual budget submission and shall be approved as part of the annual budget.
- 1.2 Unbudgeted travel expenditures in excess of \$1,000.00 shall be approved by the Police Service Board at a regular meeting of the Board by way of a Board Resolution.
- 1.3 Expense reports shall be submitted for all business-related travel for members and Board. Such expense reports shall be subject to approval by the Chief of Police or designate.

2.0 TRAVEL EXPENSE GUIDELINE – POLICE SERVICE BOARD MEMBERS

2.1 ACCOMMODATION

Reimbursement shall be the actual cost of accommodation with a single room rate maximum, preferably at hotels offering government rates. Receipts must be submitted for accommodation and registration fees.

2.2 MEALS AND INCIDENTALS

The per diem rate for meals and incidentals shall be in accordance with the City of Greater Sudbury By-Law respecting Payment of Expenses. If travel to the United States of America is involved, this amount shall be in U.S. dollars. No receipts for meals shall be required.

2.3 TRANSPORTATION

Reimbursement for use of personal vehicles shall be in accordance with the City of Greater Sudbury By-Law respecting Payment of Expenses within or outside of the City of Greater Sudbury up to a maximum of equivalent airfare. Receipts must be submitted for transportation except for car mileage. (includes airfare, train, bus, etc.)

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3.4 MILEAGE - ADMINISTRATION

Mileage shall not be paid to members of Administration who receive vehicle allowance within the City of Greater Sudbury, except as part of mileage to other destinations outside of the City, which shall be paid as set out in the City of Greater Sudbury By-Law respecting Payment of Expenses.

4.0 TRAVEL EXPENSE GUIDELINES – INDIVIDUALS NOT EMPLOYED BY THE POLICE SERVICE BOARD (Members of other Service, Spouses, etc.):

- 4.1 All such travel expenditures of these individuals, if outside the annual budget submission, shall be approved by the Chief of Police or designate prior to the incidence of travel.

5.0 ADMINISTRATION

- 5.1 Where a member of the Board or of the Police Service is entitled to receive expenses in accordance with this policy in respect of their membership on an Other Body and the member has received or is entitled to receive expenses from that Other Body, the member shall deduct the expenses the member has received (or

is entitled to receive) from the expenses that would be payable to the member under this Policy.

6.0 PROCEDURES

6.1 The Chief of Police shall establish procedures that are consistent with this policy.