



GREATER SUDBURY POLICE SERVICE BOARD POLICY

SUBJECT: BOARD MEMBER TRAVEL EXPENSES AND REIMBURSEMENT	NUMBER: PSB020
ORIGINATING DATE: February 14, 2011	REVISED DATE: December 17, 2025
REPORTING REQUIREMENTS: Annual	

1.0 **INTRODUCTION**

- 1.1 The members of the Greater Sudbury Police Service Board attend courses, 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. This policy establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board members attending functions related to their duties or training

2.0 **APPLICATIONS AND SCOPE**

- 2.1 The Board Member Travel and Expense Reimbursement policy applies to members of the Greater Sudbury Police Service Board with respect to expenses incurred as a result of attendance at conferences, conventions, seminars, training sections and meetings related to their duties with the Board.

3.0 **GUIDELINES**

3.1 **GENERAL**

- a. Board members and Board staff will be reimbursed for eligible expenses as listed in sub-section 3(3), incurred in the execution of their duties and for attendance at a Board-related conference, seminar, meeting or other events;
- b. Reimbursement will be provided to Board members who travel by air, bus, train, or vehicle;

- c. If air/rail travel is required, bookings will normally be made at the best advance booking price, taking into account economy and convenience. First class rail travel is permitted if the cost is comparable to economy airfare, otherwise all travel will be booked at economy fares if available; and
- d. Normally air/rail travel tickets will be arranged through the Board office, however, should it be necessary for a Board member to make their own travel arrangement to accommodate a personal or business schedule, the Board will reimburse the person for the ticket purchased.

3.2 CONFERENCE APPROVAL PROCESS

- a. On a regular basis and with as much advance notice as is possible, Board members will receive documents outlining the dates, locations and estimated cost of commonly attended annual conferences for that year so Board members can give thought to which conference(s) they would like to attend;
- b. As each conference approaches, Board members will be asked to indicate their interest in attending and a report will subsequently be submitted to the Board at a public meeting requesting approval for those wishing to attend;
- c. When time constraints do not allow for a report to go to the Board requesting approval for attendance at a conference, the Board Chair shall have the authority to authorize the attendance, including travel, of any person covered by this policy and same shall be reported to the next meeting in the public portion;
- d. The Board Administrator will ensure Board members approved for attendance at conferences are registered for the conference and will book hotel accommodations and make travel arrangements on behalf of Board members. However, the Board member is responsible for payment of the cost and will be reimbursed upon submission of a duly completed Expense Claim form;
- e. An advance for anticipated costs associated with travel shall be provided to the member, if requested. Any difference will be reconciled on the Expense Claim Form. If the conference is in the United States, the travel advance will be paid in US funds. Reimbursement will be paid at the rate of exchange on the date of expense was incurred; and
- f. Members are responsible to advise the Board Administrator as soon as is possible should they be unable to attend a conference following noted bookings.

3.3 ELIGIBLE EXPENSES

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 the advanced booking rate, whichever is less; original receipt required;

- c. Should a Board member use their personal vehicle for travel to and from the event, kilometer reimbursement will be in accordance with rate that is established under the City of Greater Sudbury By-law respecting Payment of Expenses;
- d. Hotel accommodation at a single occupancy rate; original receipts required;
- e. Parking and ground transportation charges; original receipts required;
- f. Reasonable telephone calls supported by receipts when the per diem is not claimed; and
- g. 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.

3.4 INELIGIBLE EXPENSES

- a. Payment of expenses related to the attendance of any person other than the Board member (e.g. Spouse, family member) will not be allowed;
- b. Board members must pay for their own expenses related to social events not included in the conference registration fee;
- c. There shall be no reimbursement for any loss of personal effects that may occur while travelling on behalf of the Police Service Board;
- d. Expenses connected with stopovers at resorts or other places while not on Board business will not be allowed for reimbursement unless it results in a lower cost to Board; and
- e. Alcohol charges will not be reimbursed; unless outlined in advance.

3.5 EXPENSE CLAIMS / REIMBURSEMENT

Approval and reimbursement of travel expense claims will be in accordance with the following procedures:

- a. All expense claims, including required receipts, shall be submitted to the Board Office within ten (10) working days of the completion of travel;
- b. Claim forms must be signed by the Chief Administrative Officer or their designate, or whichever member of the Executive Leadership Team has executive signing authority. Any claim in dispute shall be referred to the Board for review; and
- c. Signed claim forms will be submitted to the Board Administrator for processing.

3.6 MONITORING AND REPORTING

- a. The Board Administrator shall monitor conference expenditures and report on the balance remaining in the budget on a periodic basis with the assistance of the Finance department; and
- b. Attendance at conferences, seminars and other events that constitute training will be reported in the Board's annual Training, Activity, and Performance Report.