



## **Hamilton Police Service Board Travel and Expense Reimbursement Policy P-006**

Effective date: October 19, 2017  
Reviewed: March 28, 2024  
Amended: March 28, 2024

### **Applicable Legislation**

Not applicable. See City of Hamilton Policy on Travel and Expenses.

### **Policy Application**

This policy applies to members and administrative staff of the Hamilton Police Service Board with respect to expenses incurred as a result of attendance at conferences, conventions, seminars, training sessions and meetings related to their duties with the board.

Funds are budgeted annually to allow for attendance 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.

#### **1. General**

- 1.1 Board members and staff will be reimbursed for eligible expenses incurred in the execution of their duties and for attendance at a board-related conference, seminar, meeting or other event.
- 1.2 Reimbursement will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.
- 1.3 The most practical and economical arrangements for conference registration, attendance, travel, meals and lodging shall be made.
- 1.4 Board members may provide a verbal report that includes highlights of sessions they attended at the next scheduled police service board meeting.

## **2. Conference Approval Process**

- 2.1 Early each year, commonly attended conferences will be listed on a board agenda for approval. Board members shall determine which conference(s) they would like to attend and advise the Administrative Director so that arrangements can be made based on available funds and a members attendance at other functions. Full participation is required for expense reimbursement. Details of other conferences shall be brought to the board's attention as they become available.
- 2.2 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.
- 2.3 The Administrative Director 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. If an expense has not been prepaid, the board member is responsible for payment of the cost and will be reimbursed upon submission of a duly completed Expense Claim Form.

## **3. Eligible Expense Reimbursement**

- 3.1 Reimbursement of eligible expense claims will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.
- 3.2 The provisions of the City of Hamilton Policy for Business, Travel, Seminars and Conferences will take precedence over any other board policy or by-law.
- 3.3 Board members are responsible for making their own arrangements for companion programs at conferences.

## **Reporting**

Attendance at conferences, seminars and other events that constitute training will be reported in the board's Annual Training Report.