

Hamilton Police Services Board

Board Member Travel and Expense Reimbursement Policy

INTRODUCTION

The members of the Hamilton Police Services Board attend various 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.

APPLICATION AND SCOPE

The Board Member Travel and Expense Reimbursement policy applies to members and administrative staff of the Hamilton Police Services 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.

GUIDELINES

1. General

- 1.1 Board members and Board 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 To facilitate the sharing of information, Board members will provide a verbal report that includes highlights of sessions they attended at the next scheduled Police Services Board meeting. If more than one member attends a conference, a joint report is acceptable. The Administrator will provide a written report which will include the members that attended and a brief synopsis of the conference (**etc**).

2. Conference Approval Process

- 2.1 Early in each year, commonly attended annual 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 Administrator so that arrangements can be made. Full participation is required for approval and

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 Administrator will ensure Board members approved for full 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. Travel Arrangements

- 3.1 Police Services Board members may make their own travel arrangements. Travel arrangements should be made as soon as possible in order to take advantage of the lowest fares.
- 3.2 When making travel arrangements at the request of a Board member, the Administrator shall use the Board's credit card.
- 3.3 The Administrator will register and book hotel accommodations for Board members.
- 3.4 Board members are responsible for making their own arrangements for companion programs at conferences.

4. Eligible Expenses

- 4.1 Reimbursement of eligible expense claims will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.

5. Ineligible Expenses

- 5.1 Ineligible Expenses are in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.

6. Expense Claims / Reimbursement

- 6.1 Approval and reimbursement of travel expense claims will be in accordance with the City of Hamilton Policy for Business Travel, Seminars and Conferences.

7. Monitoring and Reporting

- 7.1 Attendance at conferences, seminars and other events that constitute training will be reported in the Board's Annual Training, Activity and Performance Report.
- 7.2 The Administrator will provide a written report which will include the members that attended and a brief synopsis of the conference
- 7.3 Board members will provide a verbal report that includes highlights of sessions they attended at the next scheduled Police Services Board meeting.
- 7.4 Board Members will complete the attached Conference Findings form which will be attached to the written report and will be kept on file (Appendix "A").

8. Other Applicable Provisions

- 8.1 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.

Chair Lloyd Ferguson