

Codiac Regional Policing Authority

Policy #: G-404
Category: Financial Oversight
Subject: CRP Authority Member Travel Expense Reimbursement Policy
Date: Insert
Review Cycle: Year 3/5
Review Date: 2023

Framework

Police Act

Section 17.05(3) of the *Police Act* provides that a regional policing authority must establish an accounting system for revenues and expenditures and shall annually appoint an auditor and the provisions of Section 79 of the *Local Governance Act* respecting audits apply with the necessary modifications to the Codiac Regional Police Authority (CRPA) and the auditor appointed by the CRPA.

Section 17.05(9) of the *Police Act* provides that a “regional policing authority may provide a reasonable remuneration for members of the regional policing authority who are not members of a council and may provide for the payment of an allowance to members of the regional policing authority who are members of a council.”

Section 17.06(1) provides that “each year a regional policing authority shall prepare a proposed budget, being an estimate of the money required for the next succeeding fiscal year for the provision of police services within the region and the expenses of the regional policing authority.” (Emphasis added.)

Municipal Agreement

Pursuant to Section 7 of the Municipal Agreement, the administration, accounting and payment of all invoices and expenses of the CRPA shall be carried out by the City of Moncton. Upon receipt of invoices from the CRPA, Moncton shall, in turn, invoice Riverview and Dieppe for their respective shares, which invoices must be paid within 30 days of receipt.

Policy G-1005 deals with the Annual Expense Allowance for CRPA members to cover basic equipment, internet and local meeting travel expenses.

Policy

CRP Authority members are expected to participate in learning related to their role on the Authority.

The purpose of this Policy is to cover travel expenses associated with CRP Authority-approved member attendance at conferences or meetings outside the Codiac Region.

All expenses incurred by CRP Authority members must support the mandate and functions of the CRP Authority.

All anticipated expenses that exceed \$200 must receive approval of the CRP Authority prior to the expense being incurred. All eligible and reasonable expenses less than \$200 incurred by CRP Authority members and supported by receipts will be reimbursed.

(a) Other Meetings, Seminars and Conferences

CRP Authority members attend various conferences, seminars and meetings related to their duties with the Authority and in accordance with the CRP Authority's Policy on Orientation and Training for CRP Authority Members (G-1109). Funds are budgeted annually to allow for attendance of members at these functions. This policy establishes parameters for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of CRP Authority members attending functions related to their duties or training.

(b) Travel Guidelines

1. CRP Authority members will be reimbursed for eligible expenses (see list later herein) incurred in the execution of their duties and for attendance at a CRP Authority-related conference, seminar, meeting or other event.
2. Reimbursement will be provided to CRP Authority members who travel by air, bus or train, personal vehicle or, with the approval of the Chair, a rented vehicle.
3. If air/rail travel is required, bookings will normally be made at the best advance booking price, considering 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.

(c) Conference Approval Process

Attach copy of the description/form for completion

1. Normally, once a year, the Governance Committee will circulate to CRP Authority members a document outlining the dates, locations and estimated cost of commonly attended annual conferences for that year so that CRP Authority members can give thought to which conferences, if any, they would like to attend. Details of other conferences will be brought to the CRP Authority's attention as they become available.
2. CRP Authority members will be invited to express interest in attending an annual conference. The Governance Committee will then prepare a report to be submitted to the CRP Authority at a public meeting requesting approval for those wishing to attend.
3. When time constraints do not allow for a report to go to the CRP Authority, the Chair shall have the authority to authorize the attendance, including travel of any CRP Authority member.
4. CRP Authority members are responsible for making and paying for their own

arrangements for conference registration and travel and accommodation bookings. They will subsequently be reimbursed for eligible expenses upon submission of a duly completed Expense Claim Form.

5. 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 U.S. funds. Reimbursement will be paid at the exchange rate on the date the expense was incurred.

Eligible Expenses

CRP Authority 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 an advanced booking rate, whichever is less; original receipts required.
- c) Should a CRP Authority member use their own vehicle for travel to and from the meeting or event, kilometer reimbursement will be in accordance with City of Moncton rates effective January 1 of the calendar year in which the travel is claimed, up to a maximum cost equal to that of economy airfare at an advanced booking rate.
- d) A per diem allowance to cover the costs of meals and miscellaneous personal expenses will be provided for the number of full days away, including the days of departure and return. No receipts are required. For partial days, meal allowances will be provided as appropriate. If meals are provided at the event attended, no meal allowances will be paid for those meals. The per diem and meal allowances shall be made in accordance with City of Moncton rates effective January 1 of the calendar year in which the travel is claimed.
- e) Hotel accommodation at a single occupancy rate; original receipts required.
- f) Parking and ground transportation charges; original receipts required.
- g) Reasonable telephone calls supported by receipts when the per diem is not claimed.
- h) Should a CRP Authority member feel it is necessary to rent a car in order to attend an event, at the Chair's discretion, the cost may be claimed as an expense. Original receipts are required.
- i) 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.

Ineligible Expenses

- a) Payment of expenses related to the attendance of any person other than the CRP Authority member (e.g., spouse, family member) will not be allowed.
- b) CRP Authority members must pay for their own expenses related to social events not included in the conference registration fee, such as golf tournaments.

- c) There shall be no reimbursement of any loss of personal effects that may occur while traveling on behalf of the CRP Authority.
- 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 lower cost to the CRP Authority.
- e) Alcohol charges will not be reimbursed.

(d) Monitoring and Reporting

The Chair of the Finance, Audit and Risk (FAR) Committee, supported by the Executive Assistant, will monitor conference and other CRP Authority member expenditures and report on the balance remaining in the budget on a periodic basis.

Each member will submit a brief description of the conference or learning event to the Executive Co-ordinator who will prepare a quarterly compilation of the information for the CRP Authority's review.

Attendance at conferences, seminars and other events that constitute training will be reported in the CRP Authority's Annual Training and Performance Report (part of the annual report to the community).

Procedure for Expense Claims/Reimbursement

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

1. All expense claims must be submitted to the Executive Assistant on an approved CPR Authority claim form.
2. All expense claims, including required receipts, shall be submitted to the CRP Authority's Executive Co-ordinator within thirty (30) working days of the completion of travel.
3. The CRP Authority Chair (or designate) and a member of the Executive Committee will review and approve (by signing the claim form) all expense reimbursement claims. Any claim in dispute shall be referred to the CRP Authority for review.
4. Signed claim forms will be processed by the Executive Co-ordinator.