



Policy Title:	Travel Expense Policy	Policy No:	2025-02
Replaces:	N/A	Effective Date:	01/29/2025
Attachment(s):	N/A	Last Review Date:	-
Approved by:	Lake Nosbonsing OPP Detachment Board	Resolution:	2025-08

Policy

This Policy is entitled the **“Travel Expense Policy”**. This policy shall be applied to all Members of the OPP Detachment Board including the Secretary-Treasurer.

Purpose

The purpose of this policy is to establish reasonable rates and procedures for the reimbursement of travel expenses to members while away on Board business. Members are reminded that travel expenses are being paid for with taxation dollars and they should strive to use funds wisely, frugally and with the utmost care.

Eligible Travel Expenses

The OPP Detachment Board shall reimburse members for all reasonable and appropriate expenses incurred for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities as per conditions contained in this policy. For this policy, duties include attending meetings, training (courses, seminars, workshops), and conferences approved by Board Resolution.

- a) Travel expenses include registration fees; hotel accommodations including lodging services such as Airbnb; transportation including vehicle rental, mileage (kilometers driven with own vehicle), taxi and rideshare services, rail and bus; meals; parking, bridge and road toll charges; and phone call and fax charges related to Board business.
- b) All claims for reimbursement shall be supported by detailed receipts which include details as per items purchased and taxes.
- c) Meeting, training and conference registration fees will be reimbursed as per actual costs incurred.
- d) Transportation; parking, bridge and road toll charges; and phone call and fax charges will be reimbursed as per actual costs incurred.

When two or more members are travelling to the same function, carpooling is encouraged. Members must ensure that there is not a majority of the Board in one (1) vehicle at the same time.

- e) Mileage costs, for use of personal vehicle on Board business, will be reimbursed at the reasonable rate suggested by the Canada Revenue Agency and may change from year-to-year. In January of each year, the Secretary-Treasurer will circulate a memorandum to notify members of the mileage reimbursement rate in force for the new year. The rate for 2025 has been established at \$0.72/kilometre.
- f) Hotel accommodation and lodging costs will be reimbursed as per actual costs incurred. Timing of departure and return must be consistent with timing of function. These costs shall only be reimbursed if the traveler cannot reasonably be expected to travel to a function commencing early in the morning (on the day of the function), to return at the conclusion of the function (on the same day), or to travel to or return from a function due to weather conditions.

Although most hotels provide free internet access, should internet not be provided free of charge, reimbursement for internet charges will be reimbursed as per actual costs incurred.

- g) Meals while away on Board business will be reimbursed as per the allowance rates specified below:
 - \$25.00 for breakfast;
 - \$35.00 for lunch; and
 - \$65.00 for dinner.

Meal allowance rates represent reasonable meal costs; therefore, they are not considered to be taxable benefits under the Income Tax Act.

Receipts are not required to be retained and submitted by members or staff claiming meal allowances except as stated in the following paragraph.

Non-Eligible Travel Expenses

There will be no reimbursement for the following:

- a) Costs incurred for spouses, partners, children, relatives or friends when they are accompanying members on Board business. Spouses, partners, children, relatives or friends are welcome to join members for travel; however, their expenses should be segregated from the member's costs and not submitted for reimbursement;
- b) Costs incurred related to meetings, training, and conferences attended by members for organizations or boards of which there is no Board approval;
- c) Meals provided at the meeting, training or conference unless dietary restrictions apply and are not accommodated;
- d) In-room movie rentals;
- e) Laundry or dry-cleaning services;
- f) Alcohol or other controlled substances; and
- g) Costs related to "Companion Programs" being offered to spouses/partners of members at meetings training, and conferences.

No Pyramiding

There shall be no pyramiding under this policy and under no circumstances will more than one status apply.

Cancellation Fees

The OPP Detachment Board will pay for cancellation fees for legitimate personal and professional purposes upon approval by the Board. Members who are present to attend a meeting which is forced to be cancelled due to unforeseen circumstances or lack of quorum shall be entitled to reimbursement for payment of travel expenses.

Travel Expense Advances

For planned travel, advances may be obtained prior to travel by completing and submitting a "Travel Advance Request Form." Advances will be calculated based on the estimated costs of travel as indicated on the form. When an advance is received, the person travelling is still required to submit an expense reimbursement claim form with the appropriate receipts. Advances will be deducted from the travel reimbursement claim submitted. In cases where advances amount to more than the total of the travel costs, members will be required to reimburse the Municipality of East Ferris by cheque.

Claim Submission and Payment Procedure

- a) Members are responsible for filling out expense reimbursement claim forms and submitting them with signature to the Secretary-Treasurer for processing within ten (10) business days following travel.
- b) When more than one (1) member attends the same function, each member shall submit their own expense reimbursement claim form.
- c) The agenda for the meeting, training or conference function must be attached to the expense reimbursement claim form. Where there is no agenda, the following details must accompany the claim form:
 - i. Date of function
 - ii. Place of function
 - iii. Start and end time of function
 - iv. Persons present at the meeting
 - v. Purpose of function
- d) Payment of claims will be made through the Municipality of East Ferris.

Approval of Policy

This policy shall come into force and effect once approved by Resolution.

Policy Review

This policy will be reviewed, at a minimum, at the beginning of each term of the Board.



Travel Expense Claim Form

DATE:

NAME:

MEETING/FUNCTION ATTENDED:

LOCATION & DATES OF TRAVEL:

TRANSPORTATION:

For Administrative Use

Mileage: _____ @ \$0.72/km

\$

1-5- _____ - _____

Vehicle Rental: _____

\$

1-5- _____ - _____

ACCOMODATION:

\$

1-5- _____ - _____

MEAL ALLOWANCE:

Breakfast @ \$25.00

\$

_____ Lunch @ \$35.00

\$

1-5- _____ - _____

Dinner @ \$65.00

\$

REGISTRATION FEES:

\$

1-5- _____ - _____

GRATUITIES (excluding meal server tips):

\$

1-5- _____ - _____

OTHER EXPENSES (please specify):

\$

1-5- _____ - _____

\$

1-5- _____ - _____

\$

1-5- _____ - _____

TOTAL EXPENSES: \$ 0

LESS ADVANCE: -\$

TOTAL OWING \$

Signature of Claimant

Date

Approved by Authorizer for Payment

Date

I certify that the above receipted expenses have been incurred as part of my responsibilities as a member of the Lake Nosbonsing OPP Detachment Board and that all expenses comply with the Travel Expense Policy as approved on January 29th, 2025. If claims are not submitted within 10 business days, any advances will be deemed an advance on honorariums and perr diems and deducted from future obligations. I acknowledge that all amounts requested are supported by a proper and detailed receipt, except for reasonable gratuities and meal receipts.



Travel Expense Advance Request Form

DATE:

NAME:

MEETING/FUNCTION TO BE ATTENDED:

LOCATION & DATES OF TRAVEL:

ADVANCE AMOUNT REQUESTED: \$

REASON FOR ADVANCE:

If for any reason my services with the Lake Nosbonsing OPP Detachment Board are terminated whilst there is still a balance on this advance owing, I then authorize the Secretary-Treasurer to deduct the full balance owing from any monies due to me.

Date:

Signature:

Approved by Secretary-Treasurer for Payment

Date

Administration Only

1-5- _____ - _____