

	Abbotsford Police Department Policy and Procedure	
	Administration	Financial Management
	I.D.090	Business Expenses

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PURPOSE

- (1) The purpose of this policy is to outline the circumstances under which expenses incurred by employees while conducting Police Business are eligible for payment by the Abbotsford Police Department (AbbyPD).

DEFINITIONS

- (2) **Overnight Stay** - supervisor-approved overnight accommodation. An Overnight Stay is generally approved when the employee is conducting Police Business spanning more than one day, at a location in excess of 60 kms from the closer of

either AbbyPD HQ or the employee's residence. The employee's supervisor may authorize an exception to this standard.

Examples:

- An employee attending a **two-day** conference in Vancouver and living more than 60 kms from the location of the training will be granted an Overnight Stay.
 - An employee attending a **one-day** conference in Vancouver and living more than 60 kms from the location of the training will generally not be granted an Overnight Stay.
 - An employee attending a **one-day** conference in Whistler and living more than 60 kms from the location of the training may be granted an Overnight Stay, at the discretion of their supervisor.
- (3) **Police Business** – for the purposes of this policy, authorized AbbyPD business conducted by an AbbyPD employee. "Police Business" includes, but is not limited to, police investigations, court appearances, courses, on-duty training, and conferences. *For clarity, off-duty Type 3 training for increment is not considered "Police Business".*
- (4) **Per Diem** – the daily allowance for meals and incidentals paid to an employee approved for an Overnight Stay. The allowance paid for breakfast, lunch, dinner and incidental expenses will match the [Canada Revenue Agency Appendix B Allowance rates](#) in effect on October 1 of the calendar year prior to the year in which the Per Diem is paid or an individual meal or incidental expense is incurred.

POLICY

MEALS

- (5) If an employee is assigned to work outside Abbotsford on Police Business for one day or less, the AbbyPD may reimburse the employee for actual and reasonable meal expenses up to the maximum amount for the meal(s) as specified in the Per Diem. Reimbursement approval is at the discretion of the employee's OIC or Director.
- (a) **EXCEPTION:** Subject to the terms of inter-agency and collective agreements, AbbyPD employees assigned to an outside agency or integrated unit may be reimbursed for actual and reasonable meal expenses up to the maximum amount for those meals as specified in the AbbyPD Per Diem. To qualify for reimbursement, the employee must be

working outside of the geographical boundaries of the city or municipality in which their external assignment office is located.

Example: An AbbyPD employee assigned to RCMP E-Division HQ may claim for a meal or meals if working outside of Surrey. The actual amount of each meal is claimed, up to the maximum noted in paragraph (4), for that meal.

Claims are to be submitted to the external agency or integrated unit, following that organization's standard meal claim submission and approval process. NOTE: the expense eligibility criteria laid out here applies to the AbbyPD members of the integrated team and may differ from the criteria of other agencies.

- (6) If attending an authorized event where meals are included in the registration fee paid by AbbyPD, the relevant meal portion of the Per Diem will not be paid, nor will meal expenses be reimbursed.
- (7) Employees required for both morning and afternoon court attendance outside of Abbotsford will be reimbursed for the actual and reasonable expense of a lunch meal, to the maximum amount as specified in the Per Diem.
- (8) When an employee is required to work an extended tour of duty of three hours or more beyond their regularly scheduled shift, the employer will pay for the actual cost of a meal up to a maximum amount as specified in the Per Diem. NCOs will review meal purchase or reimbursement requests for reasonableness.
- (9) If an NCO purchases a group meal for multiple employees pursuant to the collective agreement (e.g., extended tour), the total cost of that meal must not exceed the aggregate of the individual meals permitted per the Per Diem.

INCIDENTALS

- (10) Incidentals are automatically paid as part of the Per Diem for days where an Overnight Stay has been authorized. If an employee is assigned to work outside Abbotsford on Police Business and an Overnight Stay is not authorized for that day, incidentals are generally not paid. An employee's Branch OIC or Director, however, may authorize reimbursement of incidental expenses to the amount indicated in the Per Diem if the employee's off-site work or travel day is lengthy and payment is deemed reasonable by the Branch OIC or Director under the circumstances.

OVERNIGHT STAY

- (11) If an employee receives approval for an Overnight Stay, the AbbyPD will pay the Per Diem (subject to meal adjustment for authorized events, as noted in paragraph (6), as applicable) and the actual hotel room cost for single accommodation booked in a reasonably cost-effective manner. Employees receiving a Per Diem are not required to submit receipts for meals and incidental purchases covered by the Per Diem. Unless pre-booked through the Training Section, accommodation receipts must be provided by the employee.
- (a) An AbbyPD employee (and their accompanying spouse/common-law spouse) who must travel to receive an external commendation or award is, with DCC-Admin approval, eligible for travel expense reimbursement (transportation and accommodation) and Per Diem allowance.

TRANSPORTATION

- (12) Employees required to travel for Police Business are expected to use a cost-efficient method of transportation, while minimizing their time away from their assigned work location. Employees should consider carpooling with others from AbbyPD while travelling on Police Business.

Vehicles

- (13) Employees attached to a unit with assigned fleet vehicles must use their unit's vehicles, if available, for Police Business.
- (14) Employees attached to a unit without assigned fleet vehicles may use either their personal vehicle or another unit's fleet vehicle, if available.
- (b) If the employee opts not to use their personal vehicle, a fleet vehicle is not available, or use of a fleet vehicle is impractical, the employee's supervisor may authorize a taxi or rental vehicle. If a rental vehicle is authorized, the employee will contact the AbbyPD Training Clerk to arrange for appropriate rental vehicle insurance.
- (15) If a personal vehicle is driven for Police Business:
- (a) Appropriate mileage expense may be claimed by the employee for the distance between the Police Business and the closer of either AbbyPD HQ or the employee's residence. Mileage is paid at the current Canada Revenue Agency per kilometer rate.
- (i) EXCEPTION: Subject to the terms of inter-agency and collective agreements, AbbyPD employees assigned to an outside agency or

integrated unit may claim appropriate mileage for the distance in excess of that between their external assignment office and their residence. To qualify, the employee must be working outside of the geographical boundaries of the city or municipality in which their external assignment office is located.

- (b) It is the responsibility of the employee to ensure they understand their current vehicle insurance terms, limits and their personal liability when using their personal vehicle for Police Business. Personal vehicles used for Police Business must:
- (i) **carry a minimum of \$1,000,000 liability and property damage insurance; and**
 - (ii) **be endorsed to permit business use on days when conducting Police Business.**

NOTE: Basic ICBC insurance coverage **may** allow a personal vehicle to be used for "business use" to a specified maximum number of days per month. Private auto insurance may have similar provisions. If an employee regularly exceeds the maximum, the employee may apply to their supervisor for reimbursement of the incremental cost of insurance premium(s) required to appropriately insure their personal vehicle for Police Business use.

Should an employee be involved in an at-fault accident while driving their personal vehicle for Police Business:

- *the employee's personal insurance coverage will be the first responder to any claim made;*
- *increases to personal vehicle insurance premiums will be the responsibility of the employee; and*
- *the accident will become a part of the employee's ICBC driving history.*

Car Service

- (16) While travelling overnight for Police Business, the reasonable cost of taxi, airport shuttle, rideshare and car rental services incurred will be reimbursed.

Parking

- (17) Reasonable basic parking may be claimed. Valet or additional parking services will not be reimbursed unless no other options are available.

TIPPING

- (18) Tips customarily added for service (e.g. restaurant, taxi) will be reimbursed to a maximum of 20%, with 15% as the recommended rate. Tipping in excess of 20% is permitted at the discretion of the employee, but the excess will not be reimbursed.
- (19) When a Per Diem is paid, tips on meals are included in the Per Diem rate.

EXCEPTIONAL CIRCUMSTANCES

- (20) There may be special assignments, which are not otherwise covered under this policy, where personal expenses are incurred during operational Police Business. In these exceptional circumstances, an application may be made to the employee's OIC or Director for expense reimbursement approval. .

PROHIBITIONS

- (21) AbbyPD will not reimburse employees for various expense items including, but not limited to, the following:
 - (a) entertainment in the destination city;
 - (b) liquor, tobacco, cannabis or controlled substance purchases;
 - (c) upgrades to higher classes of service than those noted above for hotel accommodation or transportation;
 - (d) fines for traffic or parking violations;
 - (e) personal items of any nature including, but not limited to, clothes (unless otherwise permitted by collective agreement or separate AbbyPD policy) or toiletries; and
 - (f) additional expenses related to travelling with a spouse or other guest.

US TRAVEL

- (22) If travelling in the United States (US):
 - (a) Per Diem rates for travel in the US are the same as in Canada, but paid in US funds; and
 - (b) actual eligible expenses incurred in US dollars will be reimbursed in Canadian dollars at par, unless the employee is able to show the actual amount paid in Canadian dollars on a bank or credit card statement.

ACCOMMODATION

- (23) AbbyPD is committed to providing reasonable accommodation for workers with medical, religious, or cultural requirements. Workers may apply in advance for reasonable accommodation via AbbyPD [I.B.180 Accommodation](#). Based on the worker's circumstances, accommodation may be authorized on a one-off, time-limited, or permanent basis.

Examples:

- *Grocery purchases may be reimbursed to the amounts specified in the Per Diem if standard meal provisions cannot reasonably meet a worker's medical, religious or cultural needs.*
- *The higher cost of specialized hotel accommodation or modes of travel may be permitted to accommodate a physical disability.*