

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

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:		
	Breakfast	\$20.00
	Lunch	25.00
	Dinner	40.00
	Incidentals	<u>10.00</u>
	Total Per Diem	<u>\$95.00</u>

Employees receiving a Per Diem are not required to submit receipts for meals and incidental purchases covered by the Per Diem.

POLICY

MEAL ALLOWANCE

- (5) If an employee is assigned to work outside Abbotsford on Police Business for one day or less, the AbbyPD may pay actual and reasonable rates for meals up to the maximum amount for those meals as specified in the Per Diem.

Reimbursement approval is at the discretion of the employee's OIC or Director. To qualify for reimbursement, the time outside of Abbotsford must be over a meal period, and itemized receipts must be provided.

- (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 rates for meals up to the maximum amount for those meals as specified in the AbbyPD Per Diem. To qualify for reimbursement, the employee must be working:
- (i) over a meal period; and
 - (ii) outside of the geographical boundaries of the city or municipality in which their external assignment office is located.

Example: An AbbyPD member assigned to RCMP E-Division HQ may claim for a lunch meal if working outside of Surrey over the lunch period. The actual amount of the lunch 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) Paragraph (5) notwithstanding, the required supervisory authority may approve reasonable reimbursement for a meal which falls outside of "customary" meal periods (e.g., a dinner meal may be authorized for an officer called out at midnight who takes a meal break at 0400 hrs).
- (7) If attending an authorized training event where meals are included in the registration fee paid by the Department, a meal allowance will not be paid for meals provided. However, if the provided meal does not meet the employee's dietary requirements/preferences, reasonable expenses for a meal will be considered (itemized receipts are required).
- (8) Employees required for both morning and afternoon court 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. To qualify for reimbursement, the employee must provide an itemized receipt.
- (9) When an employee is required to work an extended tour of duty in excess of three hours beyond their regularly scheduled shift, the employer will pay for the reasonable cost of a meal up to a maximum amount as specified in the Per Diem. To qualify for reimbursement, the employee must have worked over a meal period and provide an itemized receipt. NCOs will review meal purchase or reimbursement requests for reasonableness.
- (10) If an NCO purchases a group meal for multiple employees pursuant to the collective agreement (e.g., extended tour), the cost of that meal must not exceed the total of the individual meals permitted per the per diem.

OVERNIGHT STAY

- (11) If an employee receives approval for an Overnight Stay, the AbbyPD will pay the Per Diem and the actual hotel room cost for single accommodation booked in a reasonably cost effective manner. Unless pre-booked through the Training Section, itemized receipts for accommodation must be provided by the employee.
- (12) If attending an authorized training event where meals are included in the registration and/or accommodation fee paid by the Department, the Per Diem paid will exclude the cost of those meals. However, if the provided meal does not meet the employee's dietary requirements/preferences, reasonable expenses for a meal will be considered (itemized receipts are required).

TRANSPORTATION

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

Vehicles

- (14) Employees attached to a unit with assigned fleet vehicles must use their unit's vehicles, if available, for Police Business.
- (15) Employees attached to a unit without assigned fleet vehicles may use either their personal vehicle or another unit's fleet vehicle, if available.
- (a) 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.
- (16) 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 their personal vehicle is appropriately insured for business use, and that they understand their vehicle insurance terms, limits and their personal liability when using their personal vehicle for Police Business.** See Organizational Directive O18-005 Use of Personal Vehicles for Police Business for more information.

Car Service

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

Parking

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

TIPPING

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

EXCEPTIONAL CIRCUMSTANCES

- (21) 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 supervisor for expense reimbursement approval. Itemized receipts must be provided.

PROHIBITIONS

- (22) The Department 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 or toiletries; and
 - (f) additional expenses related to travelling with a spouse or other guest.

US TRAVEL

- (23) If travelling in the United States (US):
- (a) the Canadian dollar equivalent of the Per Diem in US dollars will be paid;
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.

All of the above constitutes Policy approved by the Police Board on November 22, 2023.