



<b>Policy Name:</b>	<b>EXPENSE REIMBURSEMENT</b>		
<b>Policy #:</b>	AD 8.6	<b>Last Updated:</b>	2021-07-06
<b>Issued By:</b>	FINANCIAL SERVICES	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	TRIENNIAL

**RELATED POLICIES**

AD 8.3 Acquisition of Goods and Services

**1. PURPOSE**

1.1. To ensure the Surrey Police Service (SPS) provides for the reimbursement of authorized expenditures incurred by an Employee, Volunteer, or Contractor.

**2. SCOPE**

2.1. This policy applies to all SPS Employees, including sworn Members and civilian staff, Volunteers, and Contractors of SPS.

**3. POLICY**

3.1. The SPS will provide for the reimbursement of authorized expenditures incurred by an Employee, Volunteer, or Contractor.

**4. PROCEDURE**

4.1. Supervisors are responsible for approving expenses incurred by an employee, volunteer, or contractor under their direction.

4.2. Employees, volunteers, and contractors are responsible for obtaining authorization prior to incurring any expenses on behalf of the SPS.

4.3. All expenses related to travel will be processed in accordance with respective Collective Agreements and the City of Surrey Policy Q-26 - *Expense Policy for Employees & Other Authorized Persons*.

- 4.4. All requests for reimbursement must include an original, detailed receipt for the actual expense.
- 4.5. Expenses incurred by the Chief Constable will be submitted to the Chair of the Surrey Police Board.
- 4.6. This Policy will be reviewed every three (3) years or as requested by the Executive Leadership Team.  
Any amendments will be approved by the SPB.

## **APPENDIX A: DEFINITIONS**

“Contractor” means a person or persons who has access to SPS Premises or Electronic Communications System, as defined in this Policy, for the purpose of providing services or supplies to SPS on a contractual basis.

“Employee” means all SPS employees, including sworn Members and civilian staff, appointed by the Surrey Police Board.

“Supervisor” means Team Leader, civilian Supervisor, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, or person acting in that role.

“Volunteer” means a person serving SPS who is not an Employee, Practicum Student, or Contractor, as defined in this Policy, and includes those individuals serving on any board(s), commission(s) or committee(s) established by SPS.

**APPENDIX B: REFERENCES**

City of Surrey Policy Q-26 - *Expense Policy for Employees & Other Authorized Persons.*