



<b>Policy Name:</b>	<b>BUSINESS TRAVEL</b>		
<b>Policy #:</b>	AD 8.8	<b>Last Updated:</b>	2022-07-13
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

*AD 2.3 Conflict of Interest*

*AD 5.4 Fit for Duty*

*AD 5.7 Human Rights and Respectful Workplace*

*AD 8.6 Expense Reimbursement*

*AD 9.1 Authorized Use of Computing Environment and Electronic Communications*

**1. PURPOSE**

- 1.1. To establish standards for business-related travel expenses when incurred on behalf of Surrey Police Service (SPS), and to control costs of such travel, in a reasonable manner.

**2. SCOPE**

- 2.1. This policy applies to all SPS Employees (Members and civilian staff) and Volunteers.
- 2.2. For Contractors and Consultants, this policy will apply as a guideline in consideration of contractual requirements and applicable policies.
- 2.3. This policy provides a baseline for when reasonable expenses are incurred. Greater restrictions may be imposed based on operational requirements. Such restrictions would fall outside this policy.

### 3. POLICY

- 3.1. SPS will reimburse Employees who incur reasonable expenses resulting from authorized business travel and where the expense incurred was determined to be necessary or required.
- 3.2. Expenses associated with entrance requirements for business travel (e.g., vaccinations, passports) are the sole responsibility of the Employee and will not be reimbursed by SPS.
- 3.3. Business-related travel expenses under this policy require pre-approval by the Deputy Chief Constable responsible or designate.
- 3.4. Employees incurring expenses are expected to minimize expenses where possible. Dollar thresholds as stated within this policy are guidelines. Amounts that exceed the thresholds stated must have Deputy Chief or above authorization prior to being incurred.
- 3.5. Travel related purchases and reservations should be based primarily on the services provided and costs, not the identity of the provider (including airline or car rental agency) or the ability to collect ancillary personal benefits (such as frequent flier miles, lounge access, etc.).
- 3.6. Except as provided for under a collective agreement with SPS or a contract of employment with the Surrey Police Board, if this policy conflicts with other policies or practices regarding reimbursement of travel expenses, this policy supersedes.

### 4. PROCEDURE

#### 4.1. Registration Fees

If an Employee has been approved to attend a conference, tradeshow or seminar, the registration fees for such attendance will be paid by SPS at the time of registration.

#### 4.2. Air Travel

The cost of airfare for a direct return flight (where possible) must be booked at the lowest available economy class airfare at the time of booking (with a major carrier), at a reasonable and convenient time for travel. Air travel includes airport improvement fees, standard seat selection, baggage fees (1 checked bag), cancellation insurance, transportation to and from the airports at both the point of departure and the destination, and airport parking, if required.

#### 4.3. Cancellation Insurance

SPS recommends that cancellation insurance be purchased, whether booking by self or third party.

If air travel has been arranged for special fares, such as a “seat sale” fare, SPS will pay the cost of any cancellation insurance provided the insurance was selected as part of the initial booking.

#### 4.4. Alternative Travel

##### 4.4.1. Own Vehicle

When an Employee elects to travel by their own vehicle (non-rental), reimbursement for the distance traveled must be at the established kilometre rate in effect for SPS plus parking, ferry charges, highway tolls, hotel accommodations, meals, and expenses. Reimbursement must not exceed the cost of air travel (economy class) to the same destination.

##### 4.4.2. Vehicle Rental

Vehicle rental is permitted if required to get to the destination or to conduct business at the destination and no other reasonable ground transportation (public transit, shuttle, taxi, rideshare, car service, etc.) is available or feasible, and the cost of the vehicle rental is anticipated to be less than the other ground transportation options.

All car rentals must be compact cars unless three (3) or more Employees are traveling together, in which case an intermediate or full-size car will be permitted. Employees may rent an SUV or four-wheel drive vehicle if required to drive in icy or snowing conditions.

Additionally, at time of booking renters must purchase both the collision damage waiver insurance as well as third party liability insurance offered by the rental car agency. The associated costs will be paid or reimbursed by SPS. These coverages are to protect the renter from having to pay for damage sustained to their rental vehicle as well as providing primary third-party liability protection to the renter.

#### 4.5. Excess Medical Insurance for Travel Outside Canada

SPS encourages Employees to check their benefits coverage for out of country travel. SPS will reimburse an Employee for premiums associated with pre-travel purchase of excess medical insurance, as approved by the Deputy Chief Constable or delegate.

#### 4.6. Accommodations

When Employees are traveling on general SPS business, Employees should book their hotel as close as possible to the business location at the lowest rate (preferred, government, special, etc.) available to SPS.

When attending conferences and special conference rates are in effect, the Employee is permitted to book their stay at the hotel of their choice provided the rates do not exceed the conference rates being provided by the host hotel. If the Employee books a hotel with

rates above the conference rate, or another hotel with a higher rate, the Employee is responsible for paying the excess cost. See section 4.13.iii below.

Hotel parking, business telephone calls, faxes, Wi-Fi, postage, and other business expenses incurred and included on the hotel bill will be paid by SPS.

If two or more Employees are booking the same hotel accommodations for the same event, Employees must book individual rooms.

#### 4.7. Meals and Incidental Expenses

The cost of meals, gratuities, parking, Wi-Fi, cell phone charges, and all other incidental expenses necessarily incurred on route to and from and at the site of the event will be paid by SPS on the following basis:

i. Attendance at an Event not Exceeding One Day

See policy AD 8.6 *Expense Reimbursement* policy.

ii. Attendance at an Event for More than One Day

For attendance at an event exceeding one day or a one-day event requiring overnight travel, meals and incidentals may be claimed without receipts based on the [Canada Revenue Agency](#) Guidelines.

Receipts submitted that exceed these guideline amounts must be accompanied by detailed receipts and be authorized as reasonable by the Deputy Chief Constable or designate as appropriate.

Employees of the Office of the Chief Constable that submit receipts that exceed these guidelines must be accompanied by detailed receipts and be authorized by the Chief Constable.

The stated Canada Revenue Agency per diems must be adjusted due to late departure or early arrival home by prorating the per diems for the applicable meals.

### **GENERAL**

#### 4.8. Gratuitous Travel and Complimentary Amenities

SPS Employees may only accept travel, meals, or accommodations offered by any company or individual where the total estimated costs have a nominal value (\$250 or less). For total amounts more than \$250, expenses incurred by or on behalf of Employees on business trips associated with this travel are borne by the Employee.

Employees must obtain SPS approval prior to accepting gratuitous travel or other complimentary amenities while on SPS business.

#### 4.9. Combining Business Travel with Personal Travel

Employees who wish to combine personal travel with business travel may do so at their own expense. Employees will be required to pay any additional expenses beyond those applicable to the business travel. SPS's share will be the lower of:

- i. The actual cost incurred of the airfare (including seat selection and one checked bag at time of booking); or
- ii. The cost of a direct, return flight to/from the business destination based on the lowest fare that includes seat selection, and one checked bag available on the date of booking.

#### 4.10. Travel Cancellation

An Employee who does not attend an event for which they have registered is responsible for all costs associated with that event should insufficient notice be provided to the Deputy Chief Constable (or in the case of an Employee of the Office of the Chief Constable, to the Chief Constable) or designate, or for cancellation and full refund of any monies paid out on their behalf unless a reasonable excuse is provided.

#### **TIMELY EXPENSE SUBMISSION**

- 4.11. Employees must submit reimbursement claims under this Policy within sixty (60) calendar days of incurring the expense.
- 4.12. Expenses submitted past sixty (60) calendar days may require additional explanation as to the delay prior to being accepted for reimbursement.

#### **EXCEPTIONS**

4.13. SPS will not reimburse Employees for:

- i. entertainment;
- ii. liquor, tobacco, or cannabis purchases;
- iii. upgrades to higher classes of service than those noted above for hotel accommodation or transportation;
- iv. fines for traffic or parking violations;
- v. personal items; or
- vi. additional expenses related to traveling with a spouse, child(ren), or another guest.

#### **COMPLIANCE**

4.14. Employees travelling must conduct themselves in accordance with all applicable SPS policies, and service directives.

- 4.15. Employees are reminded that business travel represents an extension of the workplace, and all policies related to Employee conduct apply (see AD 2.2 *Complaints and Professional Standards*; AD 5.4 *Fit for Duty*; AD 5.7 *Human Rights and Respectful Workplace*).
- 4.16. Employees who fail to comply with this policy may be subject to disciplinary sanctions up to and including termination of employment.

## **APPENDIX A: DEFINITIONS**

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

“Employee” means an Employee of SPS (including Members and civilian staff) appointed by the Surrey Police Board.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“SPS” means Surrey Police Service.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

“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**