



**THE CORPORATION OF THE TOWN OF LASALLE  
POLICE SERVICES BOARD**

<b>POLICY NAME:</b> GP-024LPSB Conference, Training, and Travel Reimbursement	<b>DATE APPROVED:</b> October 6, 2003
<b>REVISION DATES:</b> November 14, 2012 & May 13, 2013 March 16, 2026	<b>REVIEW DATE:</b> March 2030
<b>RESCINDS:</b> LaSalle Police Services Board Conferences/Seminar Policy and LaSalle Police Services Board Transportation Travel Policy	<b>EXPIRES:</b> Indefinite

**1. Board Policy Statement**

- 1.1. The LaSalle Police Services Board is committed to ensuring that Board members continue to receive education and training through attendance at seminars, conferences and training sessions.
- 1.2. Further, representatives from the Board will from time to time be required to communicate with other municipalities, senior levels of government, consultants and the public.
- 1.3. The LaSalle Police Services Board Conference, Training, and Travel Reimbursement Policy defines compensation and eligible expenses for Board Members. Board Members who incur business expenses are expected to exercise their best judgement when incurring such expenses. It is also expected that expenses will be incurred only for purposes, and in facilities, that reflect the positive image of the citizens of the Town of LaSalle.

**2. Scope**

- 2.1. This policy applies to all LaSalle Polices Services Board members during their term on the Board.

**3. Definitions**

- 3.1. **Annual Limit** refers to the annual amount a Board member is allocated and applies towards accommodations, travel/transportation expenses, remuneration, meal allowances, and parking for conferences and seminars as well as any costs associated to training or educational workshops. The annual limit does not include registration fees for conferences/seminars.

- 3.2. **Board** shall refer to the Town of LaSalle Police Services Board.
- 3.3. **Board Member** shall refer to a member of the Town of LaSalle Police Services Board.
- 3.4. **Conferences and Seminars** shall mean a convention, gathering, seminar or workshop lasting more than one day, designated to educate attendees on matters of Police Board interests.
- 3.5. **Full Day** shall mean a length of time in excess of 3.5 hours on a given day.
- 3.6. **Half Day** shall mean a length of time between two (2) hours and three and a half (3.5) hours on a given day.
- 3.7. **Policy** shall mean the Conference, Training, and Travel Reimbursement Policy.
- 3.8. **Social/Networking Event** is defined as any special event, one day or less, usually with a meal (breakfast, lunch, or dinner) where tickets are usually purchased/provided in advance.
- 3.9. **Special Board Meeting** refers to meetings that are outside of the Board's regularly scheduled monthly Police Services Board meetings and for the hearing of special business.
- 3.10. **Stipends/Per Diem** shall mean a fixed sum paid as compensation to Board Members beyond the established yearly Board member remuneration for attendance at conferences, training and special board meetings.
- 3.11. **Training and educational workshops** shall mean a gathering, seminar, or workshop, lasting no more than one day, designed to educate attendees on matters of Police Board interests.

#### 4. Policy

##### 4.1. General Provisions

4.1.1. The LaSalle Police Services Board will reimburse Board Members for reasonable travel expenses incurred on authorized board business. The following items are deemed eligible expenses:

- Registration fees
- Hotel Accommodations
- Travel Arrangements
- Rental Vehicle, Personal Vehicle
- Public Transportation
- Parking
- Meals

- 4.1.2. It is understood that the authority for the expenditure of funds for any and all expenses covered by this policy is limited to those amounts allocated by the annual Town of LaSalle Police Services Board budget.

#### 4.2. **Annual Limit**

- 4.2.1. The limit is established at \$2,000.00 per Board Member annually and does not include registration fees.
- 4.2.2. Any member of the Board shall not exceed the annual allotted amount. In the event that the member does exceed this prescribed amount, same shall be deducted from the annual salary/remuneration of the applicable member.
- 4.2.3. Members of the Board must include training and educational workshop expenses in their individual \$2,000.00 annual allotment.

#### 4.3. **Registration**

- 4.3.1. Registration is paid by the Board and not included in the annual \$2,000.00 allotment to Board Members.
- 4.3.2. One spousal registration shall be paid per year.

#### 4.4. **Accommodations**

- 4.4.1. Board Members will be reimbursed for the actual amount of overnight accommodations for room rental, including taxes and excluding room charges, mini bar service or room service.
- 4.4.2. No hotel expenses will be provided to Board Members should the conference/seminar be held within the City of Windsor or County of Essex.
- 4.4.3. The Board Secretary shall be responsible for arranging hotel accommodations, when necessary. Hotel accommodations shall be in the form of a single-occupancy booking unless a double occupancy is specifically requested by a Board Member.
- 4.4.4. Hotel accommodations shall be made at preferred/special rates when available. If a Board Member requests accommodations that are above and beyond the preferred/special rate offering, the difference in cost will be borne by the Board Member.
- 4.4.5. Hotel accommodations shall only be reserved when the Conference or Training event is geographically greater than two (2) hours' driving distance from the Town of LaSalle.

4.4.6. Costs incurred as a result of a stay beyond the length of the Conference or Training event will be borne by the Board Member.

4.4.7. Unless otherwise provided for in this Policy, the Board Member shall be responsible for any additional expenses incurred because of the attendance of the Member's spouse or significant other.

**4.5. Meals**

4.5.1. When attending a conference, seminar or training event, Board Members shall receive a daily meal allowance (including travel days) for breakfast, lunch and/or dinner, not to exceed \$80.00 per day, as follows:

- \$15.00 for breakfast
- \$25.00 for lunch
- \$40.00 for dinner

**4.6. Remuneration**

4.6.1. Members shall not receive a stipend or any other form of compensation under this Policy for attendance at a regularly scheduled Board meeting, social or networking event.

4.6.2. In addition to Board Member annual remuneration, each Board Member shall receive compensation in the form of a stipend for attendance at conferences, seminars, training sessions and educational workshops.

**4.6.3. Training or Educational Workshops**

- The following stipends shall be paid to Board Members for attendance at training sessions and educational workshops and is to be included in the individuals annual limit:

Full Day	\$150.00
Half Day	\$87.50
2-hours or less	\$75.00

\*includes training and workshops either within or outside of Windsor-Essex County

**4.6.4. Conferences/Seminars**

- A stipend of \$175.00 per day (including travel days) shall be paid to Board Members for attendance at conferences/seminars.

- The Board shall identify the number of per diem days eligible for the attending participants. This will be upon the Board's review of the conference agenda, and factors such as location (i.e. distance); prescribed completion time of the conference; etc. and will be considered at the time of the per diem day determination.

#### **4.7. Transportation**

- 4.7.1. Board Members are responsible for making their own travel arrangements to and from Conferences, Seminars, and Training events.
- 4.7.2. Board Members will be reimbursed for reasonable travel expenses incurred to attend a Conference or Training. The Board Member must retain all receipts and submit them for reimbursement to the Board Secretary.
- 4.7.3. All transportation will be conducted in the most economical manner possible.
- 4.7.4. Whenever possible, tickets should be booked at least ten (10) days in advance and at the most economical rate to benefit from any discounts offered by the carrier.

#### **4.8. Mileage**

- 4.8.1. Mileage shall be reimbursed pursuant to the rate as established from time to time by Revenue Canada, for travel outside of Essex County.
- 4.8.2. Board Members who are Non-Council members are eligible for mileage for travel within Essex County, outside of the Town of LaSalle.
- 4.8.3. Board Members who are Council members are not eligible for mileage for travel within Essex County.
- 4.8.4. Commuting expenses are not reimbursable.
- 4.8.5. When one or more Board Members are travelling in the same vehicle, only the owner of said vehicle is entitled to reimbursement for mileage expenses.

#### **4.9. Private Vehicles**

- 4.9.1. Board members may use their own vehicle for business travel purposes.
- 4.9.2. Parking, tolls, and ferries required will be reimbursed provided appropriate receipts are submitted with expense claim. Loss or damage to the vehicle while parked shall not be the responsibility of the Town.
- 4.9.3. Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the mileage rate and will not be reimbursed.
- 4.9.4. Any traffic violations, including parking tickets, will not be reimbursed by the Board.
- 4.9.5. When using their personal vehicle for travel under this Policy, Board Members are responsible for insuring their automobiles at their sole expense for not less than \$1,000,000.00 against third party liability for bodily injury and property damage.

#### **4.10. Rental Cars**

- 4.10.1. When vehicles are rented, compact or economy models will be used in order to realize cost-savings.
- 4.10.2. Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements.
- 4.10.3. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred. A police report is also required, if possible.
- 4.10.4. Board members will be reimbursed for damage rider insurance purchased at the time of vehicle rental.
- 4.10.5. Pre-purchase of gas at the rental counter is discouraged.
- 4.10.6. Any traffic violations, including parking tickets, will not be reimbursed by the Board.

#### **4.11. Public Transportation**

- 4.11.1. The cost of public transportation, i.e. taxis, buses or subways, will be reimbursed provided appropriate receipts are submitted with expense claim. Expenses related to personal travel will not be reimbursed.

#### **4.12. Rail Travel**

- 4.12.1. All reservations will be made by coach class.
- 4.12.2. Board members may be reimbursed for first class accommodations when travelling by rail provided the trip extends over a normal meal period (breakfast/lunch/dinner).

#### **4.13. Air Travel**

- 4.13.1. Coach class shall be used as the standard in the interests of costs-savings.
- 4.13.2. Business class may be authorized by the Chair in the event that less expensive seats are not available or the departure time is not acceptable.

#### **4.14. Reimbursement Cap**

- 4.14.1. When travelling out of province, Board members shall be reimbursed for the amount of air fare regardless of which method of travel is selected.

#### **4.15. Status Report**

- 4.15.1. A status report of conference attendance shall be prepared by the individual Board member and submitted to the Board.

### **5. Roles and Responsibilities**

- 5.1. Any exceptions to the policy must be submitted to the Chair of the Board or in his/her absence the Vice-Chair for approval.

#### **5.2. Board Secretary**

- 5.2.1. The Board Secretary shall be responsible for making arrangements for the registration and accommodations for training courses, educational workshops, conferences and seminars.
- 5.2.2. The Board Secretary shall be responsible for tracking reimbursements paid to each Board Member under this Policy.
- 5.2.3. The Board Secretary shall be responsible for submitting the online "Conference, Training, and Travel Reimbursement" form to the Chair for review and approval once receipts, invoices and details are received in full from the Board Member.

5.3. **Board Members**

5.3.1. All **Board Members** shall:

- a) Retain their receipts and invoices, as necessary, to submit a claim for reimbursement under this Policy;
- b) Complete a status report of conference attendance for submission to the Board Secretary; and
- c) Submit the appropriate receipts, invoices, mileage and per diem details requesting remuneration and reimbursement related to attendance at Conferences, Seminars and Training events to the Board Secretary upon return.

5.3.2. The **Board Chair** shall be responsible for reviewing and approving all reimbursement and/or remuneration requests under this policy.

5.3.3. The **Board Vice-Chair** shall be responsible for reviewing and approving all requests from the Board Chair for reimbursement and/or remuneration under this Policy.

5.4. **Police Services Board**

5.4.1. This Policy shall be reviewed periodically or once every four years and updated as required by the LaSalle Police Services Board.

  
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Chair

March 16, 2026  
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Date