

Policy & Procedure # 1

**COPP PROVINCIAL
ADVISORY COMMITTEE**

**Policies and Procedures
Subject: Expense recovery & travel
arrangements
Date: November 2, 2009
Amended: November 23, 2013
September 10, 2016**

**SECTION 13 of By-law # 1 provides for expense recovery for PAC members.
The following criteria are applicable to all COPP members:**

1) Eligible Expenses

Eligible expenses that will be reimbursed to COPP members by the Manitoba COPP include the following:

- Transportation (mileage reimbursement or airfare) to and from annual conferences, regional meetings, in-services, training sessions and other COPP-related meetings.
- Accommodation for members, along with meals and parking, while traveling on COPP-related matters at the Provincial Coordinator's discretion.
- Program related long distance telephone charges.
- Miscellaneous expenses approved by the Provincial Coordinator

Reimbursement of approved expenses will be made at current Manitoba Public Insurance travel and sustenance rates.

Expenses related to patrol duties are not eligible for reimbursement.

2) Criteria

- COPP members are responsible to forward a claim for their expenses to the Provincial Coordinator within a reasonable period of time.
- Car pooling is encouraged for members traveling from the same area and where this has been arranged, only one member is eligible to claim mileage expenses.
- Only expenses incurred by COPP members will be eligible for reimbursement.

- Receipts must be submitted for meals or parking, and a copy of the telephone statement for long distance telephone charges.
- Expense reimbursement will be submitted on the standard Expense Recovery Form. The form must be signed by the claimant, with original receipts attached.
- Deadline for response to the Provincial Coordinator confirming or declining attendance at a COPP scheduled event will be determined by the Provincial Coordinator as per booking guidelines of the meeting venue/hotel. Members will be notified by e-mail.
- If member has not responded by stated deadline no arrangements for travel or accommodation will be made for the member.
- Members who do not notify the Provincial Coordinator by the required deadline that they will not be attending, after travel/accommodation arrangements have been made, may be held responsible for any cancellation fees or costs incurred by COPP for these bookings.
- The Provincial Coordinator will provide accommodation and make travel arrangements for the period of time necessary for a member to attend a COPP-related meeting or event. Cost for additional accommodation – I.E. extra night at a hotel, are the personal responsibility of the member.

Mileage claims

When members are claiming mileage reimbursement, the traveled distance must be greater than 20 km. Travel of a distance less than 20 km (round trip) will not be reimbursed.

Meal claims

Meal expenses incurred within the member's COPP group area are not reimbursable. When possible, a member is expected to have a meal before the start of their travel, or upon their return home, if the distance being traveled is within reason. If a member is traveling and/or attending a meeting and has been away from their home for more than three hours, meal reimbursement will be allowed.