

**MANITOBA CITIZENS ON PATROL PROGRAM
POLICY & PROCEDURE #1 – EXPENSE RECOVERY**

**MB COPP PROVINCIAL
BOARD**

Policies and Procedures
Subject: Expense Recovery & Travel
Arrangements
Date of Issue: November 2, 2009
Date Amended: November 23, 2013
September 10, 2016
October 27, 2019
May 28, 2020

SECTION 13 of By-law #1 provides for expense recovery for Provincial Board members.

The following criteria are applicable to all COPP members:

1) Eligible Expenses

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

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

Reimbursement of approved expenses will be made at rates set by resolution of the Board.

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 Board 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.

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- 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 appointed Board member confirming or declining attendance at a COPP scheduled event will be determined by the Board 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 appointed Board member 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 Board 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 per claim form must be greater than 20 km. Total travel of a distance less than 20 km 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.