

**Purpose:** The Brooks Library Board will reimburse travel costs incurred by employees and Board trustees when traveling on behalf of the library.

**1. Right to Travel**

- 1.1. Approval must be obtained from one of the following:
  - 1.1.1. Library Board for Board Trustees and Head Librarian.
  - 1.1.2. Head Librarian for employees of the Brooks Public Library.
- 1.2. Participants at events where expenses are covered by the library are required to present an oral and written report of their experience. The written report must be submitted within fourteen (14) days of the end of the event.
  - 1.2.1. Board Trustees will report to the Library Board.
  - 1.2.2. Head Librarian will report to the Library Board and, when appropriate, will brief staff.
  - 1.2.3. Library staff will report to the Head Librarian and provide a written report accessible to all library staff.
- 1.3. Travel arrangements are made with the approval of the Head Librarian.
- 1.4. Where applicable, registration for events should take advantage of all 'early bird' fee reductions

**2. Transportation**

- 2.1. All travel is to be by the most direct route and the most economical means of transportation.
- 2.2. The following transportation standards shall apply:
  - 2.2.1. Air Travel -Except for short journeys, where the use of a vehicle is more economical, air travel is an acceptable mode of transportation. Economy class is usually used, but a higher standard may be authorized if less expensive flights are not available and delay in arrival is not acceptable.
  - 2.2.2. Private Vehicle Travel -Travel by private vehicle may be authorized where, in the opinion of the Library Board or Head Librarian, this method is economical and practical. Allowances payable for authorized use of a private vehicle will be paid at the unit rate of fifty-four (\$0.54) cents per kilometer. When several people travel together in the same vehicle, only the driver and not the passengers will be entitled to the allowance.
  - 2.2.3. Taxis and Equivalent -Employees and Board Trustees will be reimbursed for actual and reasonable costs incurred for taxis, airport limousines (buses), or

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equivalent, for transportation between homes or work place and the designated airport or bus station. Employees or Board Trustees will also be reimbursed for actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business in location(s) outside Brooks.

2.2.4. Rental Vehicles -If library business dictates and if it is more economical to rent a vehicle, the actual cost of the rental, inclusive of fuel costs, will be reimbursed.

**3. Meals and Miscellaneous**

3.1. Board Trustees and Library employees will be reimbursed the actual and reasonable cost of meals while traveling on official library business upon submission of receipts (excluding alcohol but including gratuities and tax).

3.2. Board Trustees and Library employees may claim up to the following maximum allowances without the submission of receipts for the cost of meals and incidental expenses, including gratuities and tax:

3.2.1. Breakfast: \$10.00

3.2.2. Lunch: \$15.00

3.2.3. Dinner: \$20.00

3.2.4. Incidental expenses: \$5.00 within Canada/ \$10.00 outside Canada per overnight stay to cover local telephone calls, personal long distance calls, baggage handling, or other personal supplies or services.

3.3. Official Telephone Calls -Board Trustees and Library employees will be reimbursed for long distance telephone calls relating to official business.

**4. Accommodation**

4.1. Board Trustees and Library employees will be reimbursed for actual and reasonable expenses for commercial accommodation on official library business. They will normally be authorized to stay in accommodation which is reasonably priced, conveniently located, and comfortably equipped.

4.2. Where Board Trustees or Library employees make private arrangements for overnight accommodations, they shall be reimbursed \$50.00 for each night.

**5. Expense Reports**

5.1. Board Trustees and Library employees are required within fourteen (14) days of return to complete and submit the Travel Expense statement (Attachment 1).

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- 5.1.1. The following expenses will be supported by vouchers, receipts or other appropriate documentation:
  - 5.1.2. Commercial transportation costs
  - 5.1.3. Car rentals
  - 5.1.4. Taxis and equivalent
  - 5.1.5. Remuneration for usage of private vehicle
  - 5.1.6. Parking charges
  - 5.1.7. Accommodation fees -exclusive of private arrangements, clause 4.2
  - 5.1.8. Meal costs –if required by clause 3.3
  - 5.1.9. Registration fees
  - 5.1.10. Miscellaneous and incidental expenses (not to exceed established rate)
6. Abuse of this policy may result in reduced or no reimbursement of expenses.

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**Attachment One**

**Travel Expense Statement**

**Name:**

**Date(s) of Attendance:**

**Destination:**

**Purpose:**

**Mileage:** \_\_\_\_\_ kms @ .54 cents/km                      \$ \_\_\_\_\_

**Meals:**

Breakfast	\$ _____	
Lunch	\$ _____	
Dinner	\$ _____	Total: \$ _____

**Other:**

Airfare	\$ _____	
Car Rental	\$ _____	
Taxis and Equiv.	\$ _____	
Accommodation	\$ _____	
Telephone	\$ _____	
Parking charges	\$ _____	
Registration	\$ _____	
Incidentals	\$ _____	Total: \$ _____

Total claimed \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Please attach all receipts. Unreceipted expenses will be reimbursed at the following rates:

Breakfast \$10.00; Lunch \$15.00; Dinner \$20.00; Incidentals \$5.00 in Canada, \$10.00 outside Canada

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