

Trent Lakes Public Library



Policy Type: **Human Resources**

Policy Number:

HR-11

Policy Title: **Travel Expenses**

Initial Policy Approval Date: **27-09-2019**

Last Review/Revision Date

Next Review Date:

2024

This policy regulates travel by employees on library business to ensure that it is done at reasonable costs, in a manner that does not create unnecessary hardship for employees, and that expenses and reimbursements are appropriately documented.

Section 1: Guidelines

1. The Library Board will reimburse employees for reasonable expenses incurred on pre-approved business.
2. Travel should be done as economically as possible without creating undue hardship for the employee.
3. Travel options should be considered in the context of employee time, other work demands, and fatigue. Selecting a travel option is a matter of judgment and employees expected to act responsibly.
4. Requests for reimbursement for unreasonable costs can be refused.
5. Whenever possible, employees should travel together if it reduces costs.
6. Employees traveling on library business are covered by insurances in place in the library (WSIB, provincial health insurance, extended health plan for out of province travel).

Section 2: Transportation

1. The cost of getting to work and back home at the beginning and end of the day are personal expenses, not travel expenses and will not be reimbursed.
2. Employees may claim actual expenses incurred if they are required to travel from one branch to another during the working day.
3. Employees traveling to workshops or meetings outside of the municipality must claim from their regular branch location or their home, whichever distance is shorter.
4. Employees using their own vehicles will be reimbursed mileage at the municipal rate. Employees must be covered by personal motor vehicle liability insurance and ensure that their coverage includes business use of their vehicles. Coverage should not be less than \$1,000,000.

Travel (Continued)

5. Employees will not be reimbursed for traffic or parking tickets, car repairs, or maintenance.

Section 3: Meals

1. The general meal guideline, including tip, is based on the municipal rates. Employees may claim amounts greater than these guidelines with an explanation. All claims must be accompanied by itemized receipts.
2. Rates will not be paid where meals are provided at the meeting, conference, or event.
3. Alcohol may not be claimed.

Section 4: Accommodation

1. Sharing with other employees to reduce costs is appreciated, but it is not required.
2. Employees will not be reimbursed for personal or recreational items (e.g., toothbrushes, pay-per-view, or items from the mini-bar).

Section 5: CEO

1. The CEO may be issued a corporate credit card.
2. No personal expenses may be charged to this card.
3. Credit card charges are billed directly to the library; however expenses must be accounted for on an expense claim form.
4. It may be appropriate for the CEO to pay for meals for others such as peers, visitors, or library partners.

Section 6: Payment and Reimbursement

1. The CEO must approve expense claims and confirm that all expenses are reasonable, meet the policy, have proper receipts, and are justified.
2. Expenses of the CEO are approved by the Board Chair.
3. Employees may request travel advances or use their own cash or credit cards.
4. Employees are responsible for completing and signing expense claims forms for advances and reimbursements:
 - a) full details of each trip must be provided including date and purpose,
 - b) individual expenses must be itemized,
 - c) unusual expenses must be explained, such as claims made for other employees,
 - d) original receipts must be attached to the expense claim, and
 - e) expenses must be submitted monthly.
5. It is a serious offence to deliberately falsify an expense claim and it is cause for disciplinary action.