

Purpose: The Board recognizes that Library employees and Board trustees should not incur travel costs 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 Chair for Board Trustees and Chief Librarian.

1.1.2. Chief Librarian for employees of the Medicine Hat Public Library

1.2. Attendance at courses, seminars, and conferences is to be rotated on an equal basis amongst Board Trustees and staff members where appropriate.

1.3. Participants at events where expenses are covered by the Library are required to present an oral and/or written report of their experience.

1.3.1. Board Trustees will report to the Library Board.

1.3.2. Chief Librarian will report to the Library Board and, where appropriate, will brief staff members.

1.3.3. Library staff members will report as deemed appropriate by their immediate supervisor and/or Chief Librarian.

1.4. Travel arrangements shall be made through the Chief Librarian or designate.

1.5. Where applicable, registration for events should take advantage of all 'early bird' fee reductions. Trustees and staff members who register after the 'early bird' deadline are responsible for the difference in registration fee.

1.6. Board Trustees and Library employees may request a travel advance if necessary, by completing a Travel Advance Voucher (Attachment I). Upon return, all essential documentation must be provided to substantiate receipt. Any unused funds must be returned to the Medicine Hat Public Library.

2. Transportation

2.1. All travel expenses will be reimbursed for the most direct route and the most economical means of transportation.

2.2. The following transportation expense reimbursements 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 Chief Librarian, this method is economical and practical. Allowances payable for authorized use of a private vehicle will be paid according to current Canada Revenue Agency rates. If a rental vehicle and actual fuel costs would be more economical for out of town trips but the driver prefers to use their own vehicle, a car rental equivalent of \$75/day and original fuel receipts will be reimbursed. 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. Rental Vehicles – If Library business dictates and if it is more economical to rent a vehicle, the actual cost of an up to full size rental, inclusive of fuel receipts, will be reimbursed. Only staff or Board members may drive the rental, and only for Library business. Rental car insurance must be taken at the time of rental.

2.2.4. Taxis and Equivalent - Employees and Board Trustees shall be reimbursed for actual and reasonable costs incurred for taxis, airport limousines (buses), or equivalent, for transportation between home or work place and the designated airport or bus station. Employees or Board Trustees shall also be reimbursed for actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business in location(s) outside Medicine Hat.

3. Meals and Miscellaneous
 - 3.1. Board Trustees and Library employees will be reimbursed the actual and reasonable cost of meals while in travel status.
 - 3.2. Board Trustees and Library employees may claim up to the maximum allowances without the submission of receipts for the cost of meals and incidental expenses, including gratuities and tax. Reimbursement will be according to current Canada Revenue Agency rates.
 - 3.3. Where a Board Trustee or Library employee is exposed to unusually high costs for meals, the actual expense for meals may be reimbursed (upon submission of receipts) if they are considered reasonable for the circumstance.
 - 3.4. Meal allowances are authorized as follows:
 - 3.4.1. For every 5 hours of travel, 1 meal is approved to a maximum of 3 meals per day.
 - 3.5. 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 shall be reimbursed for actual and reasonable expenses for commercial accommodation on authorized library business. They will normally be authorized to stay in accommodation which is reasonable priced, conveniently located, and comfortably equipped.
 - 4.2. Where Board Trustees or Library employees make private arrangements for overnight accommodations, they shall be reimbursed \$25.00 for each night.
5. Expense Reports
 - 5.1. Board Trustees and Library employees are required within ten (10) days of return to complete and submit the Travel Expense statement (Attachment II).
 - 5.2. The following expenses shall be supported by vouchers, receipts or other appropriate documentation:
 - 5.2.1. Commercial transportation costs
 - 5.2.2. Car rentals
 - 5.2.3. Taxis and equivalent
 - 5.2.4. Remuneration for usage of private vehicle
 - 5.2.5. Parking charges
 - 5.2.6. Accommodation fees – exclusive of private arrangements, clause 4.2
 - 5.2.7. Meal costs – if required by clause 3.3
 - 5.2.8. Long distance telephone calls
 - 5.2.9. Registration fees
 - 5.2.10. Miscellaneous and incidental expenses (not to exceed established rate)
6. Wages
 - 6.1. Timesheet and scheduling implications of all travel by employees must be established at the time travel is approved.
 - 6.2. When employees travel at the request of the Board, reasonable travel time will be counted towards a regular work day.
 - 6.3. When employees travel at their own request and travel is not at the direction and control of the Board, travel time does not count towards a regular work day.
7. Abuse
 - 7.1. Abuse of this policy may result in reduced or no reimbursement of expenses.
 - 7.2. Payment of expenses not previously approved shall be made at the discretion of the Chief Librarian or Board Chair.

TRAVEL AUTHORITY and ADVANCE VOUCHER

Name: _____ Date: _____

Department: _____

Conference/Workshop/Training Attending: _____

Date(s) of Attendance: _____

Destination: _____

Purpose: _____

Estimated Cost:

Registration _____

Airfare _____

Car Rental _____

Car Rental Equivalent
@\$75/day and fuel _____

Mileage @ CRA Rates _____

Accommodation _____

Meal Allowance _____

Breakfast _____

Lunch _____

Dinner _____

Miscellaneous
(for each full twenty-four hour period spent traveling)

Inside Canada (\$7.35) _____

Outside Canada (\$14.65) _____

Total Advance Voucher Request: \$ _____

Signature

Date

APPROVED: _____

TRAVEL EXPENSE STATEMENT

Name: _____ Date: _____

Department: _____

Date(s) of Attendance: _____

Destination: _____

Purpose: _____

Expense Claim:

Airfare _____

Car rental _____

Car Rental Equivalent
@\$75/day and fuel _____

Taxis _____

Mileage @CRA Rates _____

Parking _____

Accommodation _____

Meal Allowance:

Breakfast _____

Lunch _____

Dinner _____

Miscellaneous
(for each full twenty-four hour period spent traveling)

Inside Canada (\$7.35) _____

Outside Canada (\$14.65) _____

Total: \$ _____

Less Travel Voucher: \$ _____

TOTAL REIMBURSEMENT \$ _____

Signature _____ Date _____