

FP-03	EXPENSE CLAIMS		
APPROVED	19 January 2022	EFFECTIVE	2011
AMENDED	2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To define under what circumstances employees and trustees get reimbursed for library-related travel or the acquisition of specialized material required for programs.

2. SCOPE

This policy applies to all Library Board trustees, employees and volunteers who incur expenses while carrying out Library-related work.

3. DEFINITIONS

Nil.

4. GENERAL

- a. In order to effectively conduct their duties, trustees and employees will from time to time need to travel to attend library-related business such as meetings and conferences, or professional development activities.
- b. When a subsidy from another agency is available for the attendance of library-related business, the Library shall reimburse the difference between the subsidy and actual expenses.
- c. To minimize initial out-of-pocket expenses of trustees and employees, the Library shall cover expenses directly whenever possible. This includes making event registrations, booking air travel, and booking accommodations.
- d. Expenses incurred while a trustee or employee is engaged in approved library-related business will be reimbursed at reasonable rates sufficient to cover those expenses. Rates for expenses that are not defined in this policy or reimbursed by submission of a receipt shall be set as part of the annual budget process. This includes travel associated with routine Library operations, such as mail deliveries.
- e. An expense claim, with supporting receipts or documentation, must be submitted to the Chief Librarian for approval.
- f. Expense claims must be submitted in the same fiscal year as the expenses are incurred.

5. REGISTRATION FEES

- a. Registration fees for training sessions, seminars, conferences, meetings, etc., will be paid for in full for each authorized and approved registrant.
- b. Registration should be completed early to take advantage of registration discounts, when offered.

6. TRANSPORTATION

- a. Employees will incorporate travel time to and from an event into their regular work hours whenever possible. If travel occurs outside work hours, or on a day the employee is not regularly scheduled to work, the time will either be paid out or put into a time bank to be used prior to the end of the calendar year during which the travel occurred.
- b. The most economical and time-effective form of travel to and from an event shall be reimbursed.

c. Ground Travel

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- i. Travel using a personal vehicle will be reimbursed at the per kilometre rate used by the City. Distances shall be calculated between the Library and the event venue.
 - ◆ A fixed reimbursement rate may be set as part of the annual budget process for specific regular work-related activities including, but not limited to, Homebound Service deliveries and mail drop offs at the post office.
- ii. When an employee or trustee chooses to use a private vehicle in lieu of air travel, reimbursement will not exceed the total combined expenses of the lowest available airfare plus attendant ground transportation costs.
- iii. Carpooling is expected when multiple employees are traveling to the same location.
- iv. Ground transportation costs eligible for 100% reimbursement with receipt include: taxi, ferry, train, bus, public transit, and parking.
- v. A rental vehicle shall be mid-size or smaller and shall be rented through a competitive reliable agency.

d. Air Travel

- i. The lowest available airfare, with the fewest connections to and from the destination, will be used.
- ii. With approval of the Chief Librarian, an employee or trustee may book their flight directly. The Library will reimburse the approved amount upon provision of a receipt.

7. ACCOMMODATIONS

- a. The most economical room rate, or block rate for a standard room negotiated by the event organizers, should be obtained and booked as soon as accommodation needs are determined.
- b. Employees and trustee shall select the most cost-effective accommodation option within a reasonable distance of the event venue. When available, the preferred accommodations are those arranged by the event organizers.
- c. When preferred accommodations are available but an employee or trustee chooses to stay elsewhere, reimbursement will not exceed the rate available at the preferred accommodations.
 - i. Employees staying at a friend or family's residence rather than at commercial accommodations, will be reimbursed \$30 per night.

8. MEALS

a. Per Diem Meal Allowance

- i. Meal allowances will be paid on a per diem basis when an overnight stay is required, or when same-day travel commences prior to 7 am and/or concludes after 7 pm.
- ii. Per diem rates include taxes and gratuities.
- iii. A per diem meal allowance will only be paid for meals that are not included in the event and/or in the price of accommodations.
- iv. Meal expenses included on an accommodations invoice (i.e. room service, a meal charged to the room) that exceed the total per diem rate shall be reimbursed by the employee to the Library.
- v. Per diem meal allowances will be calculated and paid at the same time as other travel expenses are reimbursed. Receipts are not required.

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vi. Per Diem Rates

Meal	Within City & RDEK	Outside City & RDEK
Breakfast	\$ 15	\$ 20
Lunch	\$ 20	\$ 25
Dinner	\$ 30	\$ 35
Per Day	\$ 65	\$ 80

b. **Meals Paid by Receipts**

- i. Meals will be paid for by submission of a receipt under the following circumstances:
 - ◆ It is a work-related meal taken within the City;
 - ◆ The venue for the work-related meal is predetermined and the cost of the meal is greater than the allowance provided;
 - ◆ The claimant hosted one or more people.
- ii. For meals paid by receipt, eligible costs include the food, non-alcoholic beverages, gratuities, and taxes. Gratuities shall not exceed 15%;
- iii. The total amount of the meal does not exceed the per diem rate per person by more than 50%.
- iv. Only the Chair or Chief Librarian can host one or more people.

9. **TRAVEL WITH PARTNERS/FAMILY**

- a. Partners/family may travel with and accompany employees and trustees provided doing so does not displace or prohibit another employee from carpooling.
- b. Partners/family may share the same accommodation as the employee as long as there is no additional cost to the Library.

10. **VEHICLE DAMAGE REIMBURSEMENT**

- a. When an employee's vehicle is damaged while traveling on Library business, the Library will reimburse the lesser of the actual vehicle damage repair cost or the claimant's vehicle insurance deductible to a maximum of \$1,000 per occurrence.
- b. The above will not apply in situations where the claimant or driver of the vehicle is at fault.

11. **NON-REIMBURSABLE EXPENSES**

- a. The following expenses may not be claimed for reimbursement:
 - ◆ Liquor
 - ◆ Personal telephone calls
 - ◆ Traffic fines or parking tickets
 - ◆ Partner/family travel and/or meal costs
 - ◆ Personal expenses (i.e. valet parking, dry cleaning, etc.)
 - ◆ Entertainment (i.e. pay-per-view, films, theatre, museums, etc.)

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- b. When for reasons within their control, an employee cancels or changes their itinerary for attendance at an event paid for by the Library, the employee shall pay the cancellation fees or additional costs for registration, accommodation, and air travel or other form of transportation.

12. OTHER EXPENSES

- a. At times it is more efficient for an employee to purchase material required for programs, services or office needs directly rather than go through the regular procurement procedures.
- b. Purchases must be made within the approved budget.
- c. Receipts need to be submitted with the expense claim.

RELATED POLICIES

Nil.