

HR34	BUSINESS TRAVEL		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

**1. PURPOSE**

To set out the conditions under which employees shall drive while on Library business.

**2. SCOPE**

This policy applies to all Library employees.

**3. DEFINITIONS**

Nil.

**4. TRAVEL FOR LIBRARY BUSINESS**

- a. Employees who are required to drive for Library business must adhere to safe, authorized, lawful practices and procedures. Employees must report unsafe conditions, practices or equipment immediately to their supervisor. Employees must hold valid licences and adequate insurance to drive for Library business and must immediately advise their supervisor if their qualifications and suitability to do so changes.
- b. Supervisors of employees who are required to drive for Library business must ensure their employees are aware of their responsibilities to drive safely and lawfully, and ensure the safety of drivers they supervise.
- c. Employees who drive their personal vehicle for work purposes more than 6 days per month are required to carry a minimum \$5 million of third party liability insurance. Similarly, employees who convey other Library employees or volunteers must ensure their vehicle is appropriately and adequately insured.
- d. Employees may claim mileage for approved business-related travel either during or outside regular hours of work. Employees cannot claim mileage for their normal commute.
- e. Employees must use the approved expense claim form to request mileage reimbursement. These expense claims must be submitted in the same fiscal year as the expenses are incurred.

**RELATED POLICIES**

FP-03                      Expense Claims