

BACKGROUND

Library Personnel should not be expected to subsidize the Library while on Library business. Provisions should be made to reimburse personnel for out-of-pocket expenses including mileage, meals and accommodations. Because public funds should always be carefully deployed, it is important that guidelines and procedures for the manner in which expenses are paid be maintained in policy.

POLICY

The Town of Bruderheim Library Board shall establish the manner of recovery of expenses associated with the performance of Personnel engaged in Library business.

GUIDELINES

1. Personnel of the Town of Bruderheim Library Board will be appropriately and fairly reimbursed for expenses which have been authorized and approved by the Board prior to being incurred in the performance of their duties.
2. A system of filing claims and issuance of disbursements will be established which can stand the test of audit.
3. The amount(s) recognizing expenses incurred will be reviewed annually during the preparation of the current budget of the Bruderheim Municipal Library Board.
4. The necessary related administrative procedures will be simplified, made clear as to intent and be readily understood by the user as well as the public.
5. Information on manner of recovery of expenses will be made public on request by a rate payer.

PROCEDURES

1. An appropriate claim form will be developed for the use of personnel. (Appendix A1)
2. Claims for payment of expenses shall be subject to the established procedures for approval of accounts payable and disbursements of Library funds.
3. Claims will be submitted to the treasurer of the Bruderheim Municipal Library Board as soon as possible.
4. Attendance at workshops and conventions must have prior approval of the Board if expenses are to be paid.
5. With the exclusion of alcoholic beverages, reimbursement for items such as meals, accommodation, travel and registration will be made based upon receipts of actual expenses incurred.
6. If travel is by private motor vehicle, a travel allowance based on the number of kilometers travelled by personnel while on Library business will be paid.
7. An appropriate record of disbursements shall be maintained in keeping with legislated requirements.