

1.10 LIBRARY TRUSTEES – BOARD HONORARIA AND PER DIEM

1. Honorarium is intended to provide Board/Committee Members compensation for regular and special meetings of the Board/Committee for which they are appointed and complete work. Honorariums will only be paid if the individual is in attendance at the meeting as shown on the attendance records of said Board/Committee.
 - Honorariums for Volunteer Board/Committee Members:
\$40.00 per meeting
2. Per Diem shall be paid to compensate Board/Committee Members following meetings and education activities with content directly related to the activities of the Board/Committee. The Per Diem shall include travel time to said meeting or educational activity.
 - Per Diem rates for Board/Committee Members:

Sessions less than 2 hours	\$40.00
Half day (less than 4 hours)	\$100.00
Full day	\$150.00
3. Approval of the Library Director is required prior to the registration or expenditure of funds by any Board/Committee Member.
4. All expenses associated with meetings or other educational expenditures are to be submitted to the Library Director on ***Expense Claim Form 1.9*** (Appendix 1A).

1.11 LIBRARY TRUSTEES – EXPENSES WHILE ON BOARD BUSINESS

1. Board/Committee Members shall be reimbursed for reasonable out of pocket expenses with supporting invoices and/or receipts, or at the following rates:
 - a. Meal allowance: \$60.00/day.
 - i.) Breakfast: \$15.00
 - ii.) Lunch: \$20.00
 - iii.) Dinner: \$25.00*****Reimbursement for alcohol is not included***
 - b. Standard accommodation rate.
 - c. Incidental expense: \$25.00 per day – receipts must be included.
 - d. Mileage allowance of \$0.59 per kilometer.
2. Board/Committee members shall submit a signed ***Mileage, Lodging and Subsistence for Board/Committee Members Expense Form 1.10*** (Appendix 1A) with supporting invoices and/or receipts, requesting payment after completion of the Board sanctioned activity.
3. Additional fees for late registration shall be the responsibility of the attendees.
4. Cancellation penalties incurred by non-attendees are their responsibility.