

VIKING MUNICIPAL LIBRARY  
POLICY MANUAL  
**LIBRARY BOARD**

Prepared by: Sandra Nietfeld

Board Approved – November 2014

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**10.0 HONORARIUM AND EXPENSES**

Continuing education and training for Trustees shall be supported and encouraged by the Board as finances permit. Upon application to and approval from the Board, a Trustee may be reimbursed for total or partial expenses. Expenses include mileage or travel, accommodation, meals, registration or conference fees based upon receipts of actual costs incurred. All other costs must be submitted to the Board for consideration on an individual basis. Advances for expenses will be made upon request only. There will be no duplication of reimbursement eg. Fees paid by government grants. Trustees are not expected to subsidize the library while on board business, nor will they abuse their position by claiming unreasonable expenses. Viking Municipal Library Board will use the schedules as set out by the Town of Viking to calculate mileage, per diem costs.

All receipts must accompany a reimbursement request, which must be approved by the Library Board.