

HR: BEN06 – Employee Travel Allowances

Originated: Sept. 2007
Review: Sept. 2020
Revised: Sept. 2012
Approved: Sept. 2020

POLICY:

The Library Board will provide for reimbursement of costs of authorized travel per established guidelines which will be reviewed annually.

PURPOSE:

The purpose of subsistence and travel allowances are to ensure that staff do not incur personal costs in business related and pre-approved travel.

PROCEDURE:

- All travel must be pre-authorized by the Library Director using the attached form to qualify for subsistence and travel reimbursement.
- Transportation must occur by the most economical means possible.
- Reimbursement for travel is dependent upon proof of insurance coverage when operating a vehicle for business purposes. Proof of such insurance must be renewed on an annual basis or as required and requested. The cost differentiation between an eligible employee's regular automotive insurance and business coverage will be reimbursed by the Board up to a reasonable amount. The amount eligible will be reviewed on a case by case basis by the Board. Where an employee is not eligible for such reimbursement, they will be so notified.

