

Policy EMP306: Staff Travel Expenses

Category: Employees

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Originated: 2006

Approved: September 2020

Future Review: December 2023

POLICY

The Library Board recognizes that library employees should not incur travel costs when traveling on behalf of the library.

PURPOSE

RESPONSIBILITY

1. Transportation – All travel is to be by the most direct route and the most economical means of transportation.
 - Mileage will be paid according to current Town of Bonnyville rates.
 - Parking charges must be supported by receipt or other appropriate documentation.
2. Meals – The cost of meals (including gratuity and tax) during travel to and from conferences and at conferences will be covered and must be supported by receipts or other appropriate documentation. Cost of meals is to be guided by current Town of Bonnyville rates.
3. Accommodations - Library employees and Board members shall be reimbursed for actual and reasonable expenses for commercial accommodation on authorized library business.
4. Registration Fees – Conference fees will be paid for library employees and Board members on authorized library conferences. Registration for events should take advantage of “early bird” fee reductions when possible.

DEFINITIONS

PROCEDURE