

**REIMBURSEMENT FOR EXPENSES**

**MILEAGE:** \_\_\_\_\_ KMS @ .44 CENTS/ KM \$ \_\_\_\_\_

<b>MEALS:</b>		<b>RECEIPTS</b>		
Breakfast	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Lunch	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Dinner	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	<b>TOTALS</b> \$ _____

<b>OTHER:</b>				
Accommodations	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Airfare	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Incidentals	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Parking	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Transportation	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Other	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	<b>TOTALS</b> \$ _____

**TOTAL CLAIMED** \$ \_\_\_\_\_

I certify that the above expenses were incurred for my attendance at the \_\_\_\_\_ meeting on \_\_\_\_\_

**Name:** \_\_\_\_\_

**Library:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

*(indicate which address you wish cheque to be mailed to)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Make cheque payable to: Library  Self

**INSTRUCTIONS:**

*Please attach all receipts. Unreceipted expenses will be reimbursed at the following rates:*

<i>Breakfast .....</i>	<i>\$11.50</i>	<i>Incidentals.....</i>	<i>\$ 8.00</i>
<i>Lunch.....</i>	<i>\$11.50</i>	<i>Private Accommodations.....</i>	<i>\$20.00</i>
<i>Dinner .....</i>	<i>\$23.00</i>		

Please submit expense claims immediately following each meeting to The Alberta Library office at the

# THE ALBERTA LIBRARY

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## Policy and Procedures

### REIMBURSEMENT OF EXPENSES POLICY

#### SCHEDULE A

The following expenses are eligible for reimbursement:

##### **Business Kilometre (Km) Rate**

Kilometrage is \$.44/km.

Reimbursement for the use of private automobiles while on The Albert Library business is based upon the number of kilometres driven or estimated map kilometrage, multiplied by the current rate of 44 cents per kilometre.

##### **Hosting**

Approved hosting expenses will be reimbursed. Receipts are required. All hosting expenses shall state the name and company/institution of the individual hosted.

##### **Incidentals**

\$8.00/day

Employees and committee members may claim an incidental allowance of \$8.00 for every 24 hour period of travel away from home. Incidental expenses include, telephone calls home, coin laundry, public transit, dry cleaning, and meter parking. No receipts are required for this allowance. The incidental allowance will be reimbursed in Canadian funds only.

##### **Meal Allowance (no receipts required)**

Per diem total \$46.00/day

- \$11.50 Breakfast
- \$11.50 Lunch
- \$23.00 Dinner

Meal allowances **will not** be reimbursed when included with airfare, train fare or when included in registration/conference fees. Alcoholic beverages **will not** be reimbursed.

##### **Parking**

Individuals will be reimbursed for parking expenses with submission of receipts.

##### **Private Accommodations**

\$20.00/night

When an individual chooses to stay with friends or relatives, the individual will be reimbursed for each night. This allowance is intended to allow for suitable recognition for the host. No receipt is required.

##### **Transportation**

Individuals are encouraged to use the most cost effective mode of transportation. Actual costs incurred shall be reimbursed for airfare, bus fare, car rental, taxis and train fare. Receipts are required.