

# THE ALBERTA LIBRARY

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## Policy and Procedures

### REIMBURSEMENT OF EXPENSES POLICY

**Statement of Intent:**

The Board of The Alberta Library ensures reasonable remuneration for members engaged in the business of the organization.

**Policy:**

The Alberta Library shall reimburse its staff and member library staff for expenses incurred while engaged in the business of The Alberta Library. Directors participate in Board meetings at the expense of their institutions.

**Procedures:**

1. The Alberta Library shall reimburse committee members for expenses incurred during the course of their participation in The Alberta Library committee activities.
2. The Alberta Library shall reimburse individuals who have been asked by the Executive Committee to represent The Alberta Library at specific events or functions.
3. The Alberta Library reimburses its staff members for expenses incurred in meeting their job requirements.
4. Expense claim forms, accompanied by all necessary receipts and/or documentation, will be completed and submitted to the Chief Executive Officer within one month of the meeting, function or event for which the expenses are being claimed.
5. Eligible expenses shall be reimbursed as per a schedule to be approved by the Board from time to time (see Schedule A).

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### 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 Alberta 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 expense receipts 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.