

**Lincoln Public Library Board
POLICY MANUAL**

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1. Purpose

To establish a policy to reimburse Board Members and Staff, acting on behalf of the Lincoln Public Library Board for expenses incurred at conferences, seminars and other business events.

2. Application of the Policy

This policy shall govern the actions of Board Members and all Staff of the Lincoln Public Library.

3. Policy Statement

This policy provides for the reimbursement of eligible expenses incurred by those persons authorized to attend conferences, seminars and for other business travel deemed to be in the best interests of the Lincoln Public Library.

All persons attending such events must follow the requirements of this policy to substantiate eligibility for reimbursement. Supporting documentation must include and clearly identify the event attended, date of the event and purpose of the event. Claims for reimbursement must be submitted on the prescribed form and duly authorized.

It is required that any such attendance must be consistent with the Strategic Plan and objectives of the Lincoln Public Library and, in the case of staff, should be part of a learning plan in their performance objectives. Knowledge gained will be shared with the Board and staff of the Lincoln Public Library (also see Board Reports B- 4.4).

4. Policy Procedures

Reimbursable Expenses

The Board recognizes the following as reimbursable expenses:

A. Registration: actual registration cost supported by a receipt voucher/copy of agenda which provides information on cost, location, date and meals applicable to the event.

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Advance discounts should be realized where possible.

B. Parking at Hotel, Airport or Event location: actual parking cost supported by a receipt voucher.

C. Accommodation:

- i. Reasonable expenses where overnight accommodation is required.
- ii. Accommodation chosen should be based on the most economical and advantageous conduct of the Library's business.
- iii. Actual expense based upon the rate for a single room, provided such cost does not exceed the 'Government rate' when available, supported by a receipt voucher.
- iv. If vehicular travel to the event is greater than 300 km one-way, an additional night of accommodation may be arranged subject to the specific approval of the appropriate CEO or Board Chair, as appropriate.

D. Meals, Gratuities, Personal Telephone Charges and Incidentals:

- i. Conferences, seminars and business events lasting more than one day:
 - i. A per diem allowance of \$60.00 will be paid to cover out-of-pocket expenses.
 - ii. One per diem is allowed for each full day of the event attended. Additional reasonable expenses incurred while travelling to and from the event will be reimbursed provided receipts are submitted.
 - iii. Transportation around an event (i.e. taxi) shall be reimbursed upon presentation of specific receipts and shall not be considered part of the per diem.
 - iv. For those events held outside of Canada, the per diem shall be \$60 in U.S. currency.
- ii. Conferences, seminars and business events lasting one day or less:
 - a. Actual expenditures, to a maximum of the amounts stipulated in item (D i) above, supported by itemized receipts.

E. Travelling Expenses:

- i. The most economical and practical method of transportation must be utilized and shared transportation is encouraged where appropriate:

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- a. For travel in one's own vehicle, reimbursement is based upon the current rate approved by Lincoln Town Council and the actual kilometres travelled.
- b. Other means of transportation if proven to be more economical and efficient, including: economy airfare, bus/train, car rental, etc.
- c. unless exceptional circumstances apply, the charges for the use of a personal vehicle shall not exceed 500 km one way.

F. Expenses for Upgrades or Additional Persons:

- i. An individual may choose to upgrade the accommodations at his/her own expense.
- ii. The claimant will be responsible for any costs related to an accompanying spouse/partner.

5. Authorization of Attendance

- A. Board members: The Board must authorize all expense accounts in accordance with the terms of this policy.
- B. Staff: Staff must receive prior approval by the Chair of the Board (in the case of the CEO) and the CEO (in the case of staff) to attend out of Region conferences, seminars or business events within Canada.
- C. Financial Limitations:
 - i. Attendance at any conference, seminar or business event is conditional upon the availability of funds in the current Budget as approved by the Board.
 - ii. The full costs for conferences, seminars and workshops shall be budgeted in a separate account for the Board (GL 374300) and staff (GL 311500).

6. Payment Procedure

- A. Advance: The CEO is authorized to issue an appropriate advance, within the limits of this policy, provided a written request (in the approved form) is received at least ten (10) working days prior to the date required.
- B. Expense Account:

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- i. An itemized expense account of the prescribed form must be completed in writing thirty (30) days following the event.

- ii. Any advances previously given must be clearly identified and reconciled on the expense form. If applicable, a cheque payable to the Town of Lincoln for any advances received in excess of approved expenditures.
- iii. All expense accounts of Board members and staff must bear the approval of the Chair of the Board or CEO as appropriate.