

<b>Title:</b>	Travel and Expenses Policy	
<b>Policy Type:</b>	Business/Financial	<b>Policy Number:</b> 200-08
<b>Approval By:</b>	Resolution Number RB 2013-04-16	
<b>Approval Date:</b>	April 16, 2013	
<b>Effective Date:</b>	April 16, 2013	
<b>Revised Date:</b>	<b>February 22, 2021</b> ; April 24, 2017; April 16, 2013	
<b>Review Date:</b>	April 2023	

**PURPOSE:**

This policy outlines the reimbursement of expenses incurred while attending to authorized library business.

**SCOPE:**

This policy applies to Library Board members, employees and volunteers.

**DEFINITIONS:**

**Authorized** - prior approval from the supervisory personnel or Board.

**POLICY STATEMENT:**

The Library shall reimburse Library Board Members, volunteers and employees for expenses incurred while conducting authorized business, and attending conferences and meetings. Any expenses that arise that are not specifically covered by this policy shall be at the discretion of the CEO and Business Administrator.

**AUTHORIZED TRAVEL AND EXPENSES:**

- a) Travel within the City of Sault Ste. Marie limits as approved by the CEO.
  - Board members, volunteers and employees provide their transportation on the understanding that reimbursement will be based on the most direct and economical method, taking into account any City of Sault Ste. Marie discounts, as approved by the supervisory personnel or Board.
  - The driver must have a valid license issued by the Province of Ontario and must be covered by appropriate liability insurance (not reimbursable by the Library) with coverage amounts of not less than \$1,000,000 for third party liability.
  - Use of personal vehicle
    - i. The Board member, volunteer or employee shall keep a motor vehicle log to track the business use for reimbursement purposes.
    - ii. In the event of an accident involving a Board member, volunteer or employee using their own personal vehicle while traveling on Library business, the Board member, volunteer or employee must submit prompt, written notification to the CEO providing details as to when, where, how and who was in the accident. Any Library liability, in excess of employee coverage does not apply until the Library has received written

notice from its insurance company, that the Library insurance will, in fact, cover all the Library's liability arising from the accident reported.

- Shared transportation in personal vehicle
    - i. If two or more Board members, volunteers or employees travel in one personal vehicle, only the owner of the vehicle is entitled to reimbursement.
  - There is no reimbursement for traffic or parking violations
  - Compensation will be based on Canada Revenue Agency's guidelines for expenses. All claims must be made using the Mileage Claim Form (Appendix A) which will be updated annually.
- b) Travel outside of the City of Sault Ste. Marie limits as approved by the supervisory personnel or Board.
- Personal vehicles may only be used for travel of 750 km or less.
  - Rental vehicle
    - i. If Board members or employees prefer ground travel, a rental vehicle shall be arranged for by the Business Administrator.

The rental agreement shall list the City of Sault Ste. Marie as the renter and shall require the full insurance coverage as designated by the City.

ii. Receipts shall be submitted with a TRAVEL EXPENSE CLAIM FORM (Appendix B) for reimbursement.

- Air Travel
  - i. When booking flights the most economical class will be the standard option.
- Ground Transportation
  - i. Prior approval to use a taxi, limousine, or ride sharing service should be obtained from the CEO whenever possible.
  - ii. Receipts shall be submitted with a TRAVEL EXPENSE CLAIM FORM (Appendix B) for reimbursement.
- Public transportation
  - i. Local public transportation including hotel/airport shuttles, buses, rail and any other forms of public transportation should be used whenever possible.

#### **MEAL ALLOWANCES AND ALCOHOL:**

Meal allowances not exceeding \$69.00 total per day shall be reimbursed with itemized receipts. Allowances include taxes and gratuity. Gratuity should not exceed 15% of the meal cost before taxes.

Where a meal is provided as part of accommodations, a conference or meeting it cannot be claimed separately.

**The Library will not reimburse the cost for any alcoholic beverages.**

**ACCOMODATIONS:**

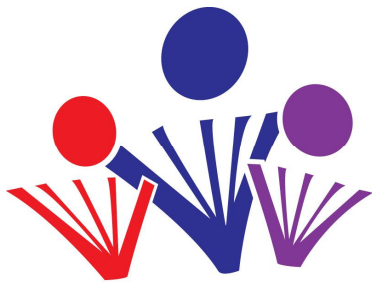
All hotel accommodations shall be booked through the Administration Office.

- Single accommodations in a standard room shall be booked for Board members and employees on authorized library business. Upgrades are permitted if standard rooms are unavailable.
- Shared accommodation if requested by attendees, will be accommodated without any upgrade to room style. Upgrades are permitted if standard rooms are unavailable.
- Board members and employees may stay with family or friends; however, there is no reimbursement for such stays.

**NON-ATTENDANCE:**

All Board members and employees who incur travel expenses for authorized library business but fail to attend said library business will not be entitled to reimbursements and will be required to repay the Board for any expenses paid on their behalf. Reasonable notice must be given if a Board Member or employee is unable to attend the library business so that bookings may be canceled. Exceptions to this will be made in emergency situations at the discretion of the CEO and Board Chair.

APPENDIX A: MILEAGE CLAIM FORM



# Sault Ste. Marie Public Library

## MILEAGE CLAIM

Employee / Volunteer Name: \_\_\_\_\_

Activity:     Courier     Programming     Visiting Library Services

Other: \_\_\_\_\_

Claim Period: \_\_\_\_\_

Reason for Claim: \_\_\_\_\_

### Amount Claimed

Kilometres Travelled \_\_\_\_\_ @ 59¢ per kilometre = \$ \_\_\_\_\_

*Reimbursement rate per kilometre as per section 7306 of the Income Tax Regulations.*

I certify that the above claim is entirely for Library business.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date

For Office Use Only

Account:

Admin

Centennial

North

APPENDIX B: TRAVEL EXPENSE FORM



# Sault Ste. Marie Public Library

## Travel Expense Claim Form

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Department: \_\_\_\_\_

Function: \_\_\_\_\_ Location: \_\_\_\_\_

Function Dates - From: \_\_\_\_\_ To: \_\_\_\_\_

*\*Attach receipts for all travel expenses.*

	Canadian Dollars	Corporate Visa	Total
Transportation: Air _____	_____	_____	-
Car _____ km. @ .50 per km.	_____	_____	-
Ground Transportation - Taxi, Limo, Uber, etc.	_____	_____	-
Lodging - Hotel / Motel Room, Airbnb	_____	_____	-
Registration Fees	_____	_____	-
Meals - Per Diem Rates: Breakfast - \$15.00	_____	_____	-
(including taxes & gratuity) Lunch - \$21.00	_____	_____	-
Dinner - \$33.00	_____	_____	-
Miscellaneous (specify): _____	_____	_____	-
<b>Total</b>	<b>\$ - + \$ - = \$ -</b>		

Are any of these expenses eligible for payment to you by an outside Association / Agency? Circle one: Yes / No

If yes, complete the following section:

\_\_\_\_\_ Total Expenses not on Corporate Visa

\_\_\_\_\_ Less: Cash Advance from Assoc./Agency

\_\_\_\_\_ Amount Due to Library

\_\_\_\_\_ Amount Due to Employee

\_\_\_\_\_  
Certified Correct by Employee (signature)

\_\_\_\_\_  
Approved By (Name, Title)

Travel and Expenses Policy #200-08

Effective: January 1, 2021