

PEACE LIBRARY SYSTEM**TRUSTEE AND STAFF EXPENSES**

CATEGORY: Finance

POLICY: F6-14

DATE APPROVED: September 20, 2014

REVIEW IN: 2019

The Peace Library System will compensate trustees and staff for reasonable expenses incurred on System business.

The Peace Library System will pay for the orientation and continuing education of trustees and staff including expenses for attendance at library meetings, conferences, workshops and courses, and for memberships in library associations as approved and as finances allow.

Definition

System business includes board meetings, committee meetings, subcommittee meetings, and out-of-system meetings requiring Peace Library System representatives. It also includes travel by employees in the course of their duties.

Director's Fee

Director's fees will not be paid to trustees.

Expenses

While on System business, trustees and employees will be reimbursed travel costs, accommodation and meals at a rate established by the Board as noted in Schedule A.

Chair's Signature:



Schedule A

Expense Claim Guidelines

Meals

Reasonable expenses for meals shall be reimbursed based on receipts provided for the actual cost of the meal or the following meal allowances. The actual cost of the meal is the amount shown on the receipt, including GST, plus a gratuity of up to 15 percent of the meal cost. Alcoholic beverages will not be reimbursed.

Meals:	Breakfast	\$15.00
	Lunch	\$20.00
	Dinner	\$30.00

		\$65.00

Meal claims incurred during part-day travel/business shall not exceed allowable amounts for individual meals. In cases of full-day travel, the maximum allowable daily claim shall be \$65. NOTE: Meal allowances include gratuity and GST.

Accommodation

An accommodation allowance shall be granted without receipts when an individual makes use of non-commercial accommodations while travelling on Peace Library System business. The intent of this allowance is to reimburse one's host for expenses incurred in providing such accommodation.

Accommodation Allowance Per Night	\$20.00
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Travel

Trustees and employees are reimbursed for travel based on the most direct, practical and cost-effective route and mode of transportation to reach that destination.

Travel by using one's own automobile shall be reimbursed at the current Government of Alberta business kilometre (km) rate.