

TRAVEL FOR BOARD TRUSTEES

PURPOSE:

Strong financial leadership and planning ensures the long-term viability of the Library. The purpose of this policy is to establish a framework for reimbursement of expenses incurred while traveling on Lethbridge Public Library business.

This policy mirrors the spirit and intent of the City of Lethbridge Travel policy (FS5) and should be kept current with updates to that policy.

PERSONS AFFECTED:

City of Lethbridge Library Board

POLICY STATEMENT:

It is the policy of the City of Lethbridge Library Board to pay reasonable business travel expenses necessarily incurred by persons affected in the performance of their duties.

It is also Library policy to require pre-travel approval for any travel greater than one day or greater than \$1,000.

Travel to the Alberta Library Conference will be reimbursed to attendees to a maximum of \$250.00 for travel expenses.

RESPONSIBILITIES:

Claimant to:

- a. Complete the Travel Approval Form prior to any business related travel for any travel longer than same day travel or greater than \$1,000
- b. Ensure they have adequate travel insurance coverage for their trip
- c. Post-travel submit a travel expense claim using the Travel Expense Claim Form, ensuring all guidelines set out by the Lethbridge Public Library have been adhered to, accompanied by official receipts within one month of the trip's completion

Board Chair to:

- a. Review and / or approve travel requests, and discuss with CEO when required
- b. Review and approve the Travel Approval Form and Travel Claim Form

CEO to:

- a. Ensure that proper authorization has been given by the Board Chair
- b. Ensure budget is available

- c. Verify the account number to which travel expenses are to be charged

Manager: Corporate Services or Designate to:

- a. Ensure that the Travel Expense Claim Form has been reviewed and authorized by the Board Chair
- b. Verify that budget is available and that the appropriate account numbers have been used
- c. Ensure all official receipts are attached to expense claims

CEO in consultation with the City Manager to:

- a. Resolve any items in dispute resulting from interpretation of this policy

Procedures

General

1. Eligible expenses, which have been paid in a foreign currency, must be converted into Canadian dollars using the exchange rate that was in effect during the trip.
2. Travel Expense Claim Form must be accompanied by official receipts for registration fees, public transportation, accommodation, and other miscellaneous expenditures.
3. Any reimbursement for travel expenses received from a third party that have been previously reimbursed by the Library shall be remitted to the Library.
4. A board member may, with consent, select an indirect route and method of transportation to combine personal activities with Library business. The expenditure reimbursement shall be paid on the basis that would have applied had the trip been made using the prescribed method of transportation and that would have been charged had the interruption not occurred.
5. For conferences held outside of Canada, the maximum number of board members attending the same conference is limited to two (2).
6. A gratuity of up to 15% of relevant expenses may be claimed. Gratuities for services must be reasonable.
7. Payment arrangements for a travel companion's expenses must be made by the board member at time of booking and payment terms agreed to and evidenced by the board member signature.
8. Board members are encouraged to obtain appropriate travel insurance (health, vehicle rental, etc.).
9. Board members are encouraged to work with the Executive Assistant to make travel arrangements. This will ensure corporate discounts are applied and the appropriate payment methods are used.

Travel Advances

1. Travel advances will only be considered in exceptional circumstances and must be specifically approved by the Board Chair and CEO.

Public Transportation

1. The prescribed method of travel (see definitions) shall be used unless otherwise authorized.
2. Only economy air fare is allowed.
3. Board members are encouraged to take advantage of early booking discounts where possible.
4. When required to modify travel plans, board members are encouraged to take appropriate action to

minimize the cost to the Library.

5. Board members may commence or extend their business trip over an extra night to take advantage of discount airline fares where it is economically favorable to do so.

Private Room Accommodation

1. If the board member arranged for private accommodation, a per diem allowance may be claimed without receipt (see Attachment 1).

Meal Per Diem (allowance)

1. Per Diems – no receipts are required to support the per diem (see attachment 1).
2. Any meal cost exceeding the per diem amount, which excludes the cost of alcoholic beverages, must be supported by the submission of itemized receipts.
3. A meal cost may not be claimed for any meal that is provided that does not require an expenditure by the claimant (such as those supplied in air travel and at seminars and conventions).

Miscellaneous Expenditures

1. Business expenses such as telephone, fax, internet connection, parking, taxis and laundry must be reasonable and must be supported by official receipts.
2. A claimant who is required to travel outside Alberta on Library business may, upon submission of receipts, claim the cost of extra medical insurance where these costs are not otherwise included.
3. Special event costs will be allowed where the event is included in the cost of the registration. Any additional special event costs are the responsibility of the claimant unless approved by the Board Chair in advance.
4. The cost of acquiring a passport photo and passport processing are not reimbursable travel expenses.

Revenues and Benefits Received

1. Travel costs incurred by board member who are asked to share their technical expertise at library conferences or professional development sessions are eligible under this policy.

Motor Vehicle Use

Use of Personal Automobile

1. Travel by private automobile may be preferable when it is impractical to use other public transportation, to save time, to transport equipment, or to reduce costs when a number of persons are traveling together. In those instances, the claimant may submit a claim using the applicable car reimbursement rate for out-of-town travel with the approval of the Board Chair.
2. When a private automobile is used on approved Library business, the owner must ensure that personal automobile insurance is adequate.
 - a. All costs incurred by a board member as a result of “collision” (i.e. own damage) type claims are not reimbursable by the Library and are the responsibility of the board member. Such costs include the policy deductible and loss-of-use costs while the owner’s vehicle is undergoing repairs.

3. Traffic Safety Act violations relating to photo radar, failing to stop, etc. are the responsibility of the operator and are not reimbursable expenses.
4. Conditions governing the payment of the per kilometre allowance when the issue of the claimant's automobile has been approved are:
 - a. Financial Services shall determine the distance from point to point if actual kilometres driven are unavailable.
 - b. Reasonable kilometres for Library business while at the destination will be allowed.
 - c. When two or more board members attend the same meeting or convention at the Library's expense, except when approved in advance by the Board Chair, the per kilometre reimbursement will be paid for only one private automobile.

Car Rental

1. Board members may wish to rent an automobile to save time, reduce cost or for convenience. Examples of reimbursable expenses include the rental fee for non-luxury model cars, the kilometer charge by the car rental agency, gasoline charges and applicable taxes.
2. Board members must ensure that full public liability and property damage (PLPD), collision, (and or loss damage waiver), and comprehensive insurance coverage is purchased for all rental vehicles. The premium charged for such coverage is to be included in the rental costs.
3. Traffic Safety Act violations relating to photo radar, failing to stop, etc. are the responsibility of the operator and are not reimbursable expenses.

DEFINITIONS:

- Chief Executive Officer (CEO): means the employee who is directly accountable for the performance of the Library and reports to the City of Lethbridge Library Board
- Claimant: Board members requesting reimbursement of funds for expenses incurred while traveling on Library business
- Expense Claims: Details of business expenses incurred related to approved travel for the Lethbridge Public Library in a form updated and maintained by Financial Services
- Manager: Corporate Services: An employee hired by the CEO to manage the library's corporate services
- Official Receipt: vendor supplied payment documentation that is itemized to show all costs and taxes separately. A debit or credit card slip is not an official receipt
- Per Diems: established guideline amounts, which includes gratuity and G.S.T.
- Prescribed method of travel: is the most direct and economical method of transportation
- Travel Advances: Funds received in advance of travel for business expenses expected to be incurred while on approved travel for the Lethbridge Public Library

REFERENCES:

- Travel Approval Form
- Travel Expense Claim Form

REVISION HISTORY:

- June 12, 2019: New policy to mirror staff policy
- April 14, 2021: Revised

ATTACHMENT 1

Per Diem Amounts:

Breakfast	\$10.00
Lunch	13.00
Dinner	<u>23.00</u>
Total	<u>\$46.00</u>

Private Accommodation \$50

The out-of-city per kilometre rate is 52 cents.