

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 (FS-05) and should be kept current with updates to that policy.

PERSONS AFFECTED:

Board Trustees

POLICY STATEMENT:

It is the policy of the Board to pay reasonable business travel expenses necessarily incurred by persons affected in the performance of their duties. All travel by board trustees must be pre-approved by the Board Chair.

Taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency. Individuals are expected to minimize travel expenses by utilizing technology, such as teleconference, video conference and web conference where it meets the desired business objectives.

Travel will only be approved if it is in accordance with government public health guidelines and travel advisories.

RESPONSIBILITIES:

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. Verify that budget is available and that the appropriate account numbers have been used on the travel approval request
- b. Ensure that the Travel Expense claim matches preapproved request and travel policy
- c. Ensure all official receipts are attached to expense claim
- d. Verify the expense coding type and account number to which travel expenses are to be charged
- e. Ensure compliance to policy

City Finance and Corporate Performance to:

- a. Electronically monitor travel expense claims for compliance to policy
- b. Notify claimant and process non-compliant payments through employee payroll deduction
- c. Provide exception reporting to CEO, Director, and Chief Financial Officer & Treasurer on monthly basis
- d. Reimburse out-of-pocket expenses

CEO in consultation with the City Chief Finance Officer & Treasurer to:

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

CONSEQUENCES OF NON-COMPLIANCE (if applicable)

Non-compliance with this policy will result in:

- adjusting the claim to the approved travel expense guideline amounts, or
- not processing and returning the claim if the claim does not have all required supporting documentation attached or it has not been properly approved.

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 Request Form
- Travel Expense Claim Form
- Travel Procedure

REVISION HISTORY

- June 12, 2019: New policy to mirror staff policy
- April 14, 2021: Revised
- October 9, 2024: Revised to mirror updated City policy

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