

Purpose: The Medicine Hat Library Board recognizes that library employees and Board trustees should not incur travel costs when traveling on behalf of the library.

1. Right to Travel

- 1.1. Approval must be obtained from one of the following:
  - 1.1.1. Library Board Chair for Board Trustees and Chief Librarian.
  - 1.1.2. Chief Librarian for employees of the Medicine Hat Public Library
- 1.2. Attendance at courses, seminars, and conferences is to be rotated on an equal basis amongst Board Trustees and staff where appropriate.
- 1.3. Participants at events where expenses are covered by the library are required to present an oral and/or written report of their experience.
  - 1.3.1. Board Trustees will report to the Library Board.
  - 1.3.2. Chief Librarian will report to the Library Board and, where appropriate, will brief staff.
  - 1.3.3. Library staff will report as deemed appropriate by their immediate supervisor and/or Chief Librarian.
- 1.4. Travel arrangements shall be made through the Chief Librarian or designate.
- 1.5. Where applicable, registration for events should take advantage of all 'early bird' fee reductions. Trustees and staff who register after the 'early bird' deadline are responsible for the difference in registration fee.
- 1.6. Board Trustees and Library employees may request a travel advance if necessary, by completing a Travel Advance Voucher (Attachment I). Upon return, all essential documentation must be provided to substantiate receipt. Any unused funds must be returned to the Medicine Hat Public Library.

2. Transportation

- 2.1. All travel is to be by the most direct route and the most economical means of transportation bearing in mind the purpose of the trip.
- 2.2. The following transportation standards shall apply:
  - 2.2.1. Air Travel – Except for short journeys, where the use of a vehicle is more economical, air travel is an acceptable mode of transportation. Economy class is usually used, but a higher standard may be authorized if less expensive flights are not available and delay in arrival is not acceptable
  - 2.2.2. Private Vehicle Travel – Travel by private vehicle may be authorized where, in the opinion of the Library Board or Chief Librarian, this method is economical and practical. Allowances payable for authorized use of a private vehicle will be paid according to current Alberta Government rates. When several people travel together in the same vehicle, only the driver and not the passengers will be entitled to the allowance.
  - 2.2.3. Taxis and Equivalent - Employees and Board Trustees shall be reimbursed for actual and reasonable costs incurred for taxis, airport limousines (buses), or equivalent, for transportation between home or work place and the designated airport or bus station. Employees or Board Trustees shall also be reimbursed for actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business in location(s) outside Medicine Hat.
  - 2.2.4. Rental Vehicles – If Library business dictates and if it is more economical to rent a vehicle, the actual cost of the rental, inclusive of fuel costs, will be reimbursed.

3. Meals and Miscellaneous
  - 3.1. Board Trustees and Library employees will be reimbursed the actual and reasonable cost of meals while in travel status.
  - 3.2. Board Trustees and Library employees may claim up to the maximum allowances without the submission of receipts for the cost of meals and incidental expenses, including gratuities and tax: Reimbursement will be according to current Alberta Government rates.
  - 3.3. Where a Board Trustee or Library employee is exposed to unusually high costs for meals, the actual expense for meals may be reimbursed (upon submission of receipts) if they are considered reasonable for the circumstance.
  - 3.4. Meal allowances are not authorized when:
    - 3.4.1. Breakfast – The departure time from Medicine Hat is later or the arrival time back in Medicine Hat is earlier than 0800 hours.
    - 3.4.2. Luncheon – The departure time from Medicine Hat is later or the arrival time back in Medicine Hat is earlier than 1300 hours.
    - 3.4.3. Dinner – The departure time from Medicine Hat is later or the arrival time back in Medicine Hat is earlier than 1830 hours.
  - 3.5. Official Telephone Calls – Board Trustees and Library employees will be reimbursed for long distance telephone calls relating to official business.
4. Accommodation
  - 4.1. Board Trustees and Library employees shall be reimbursed for actual and reasonable expenses for commercial accommodation on authorized library business. They will normally be authorized to stay in accommodation which is reasonable priced, conveniently located, and comfortably equipped.
  - 4.2. Where Board Trustees or Library employees make private arrangements for overnight accommodations, they shall be reimbursed \$25.00 for each night.
5. Expense Reports
  - 5.1. Board Trustees and Library employees are required within ten (10) days of return to complete and submit the Travel Expense statement (Attachment II).
  - 5.2. The following expenses shall be supported by vouchers, receipts or other appropriate documentation:
    - 5.2.1. Commercial transportation costs
    - 5.2.2. Car rentals
    - 5.2.3. Taxis and equivalent
    - 5.2.4. Remuneration for usage of private vehicle
    - 5.2.5. Parking charges
    - 5.2.6. Accommodation fees – exclusive of private arrangements, clause 4.2
    - 5.2.7. Meal costs – if required by clause 3.3
    - 5.2.8. Long distance telephone calls
    - 5.2.9. Registration fees
    - 5.2.10. Miscellaneous and incidental expenses (not to exceed established rate)
6. Abuse of this policy may result in reduced or no reimbursement of expenses.



Medicine Hat Public Library

**TRAVEL EXPENSE STATEMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) of Attendance: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Expense Claim:

Airfare \_\_\_\_\_

Car rental \_\_\_\_\_

Taxis \_\_\_\_\_

Mileage (\$0.50/km) \_\_\_\_\_

Parking \_\_\_\_\_

Accommodation \_\_\_\_\_

Meal costs:

Breakfast (\$9.20) \_\_\_\_\_

Lunch (\$11.60) \_\_\_\_\_

Dinner (\$20.75) \_\_\_\_\_

Long distance \_\_\_\_\_

Registration \_\_\_\_\_

Miscellaneous

(for each full twenty-four hour period spent traveling)

Inside Canada (\$7.35 ) \_\_\_\_\_

Outside Canada (\$14.65) \_\_\_\_\_

Total: \$ \_\_\_\_\_

Less Travel Voucher: \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT** \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_