Deseronto Public Library		
Policy type: <u>Human Resources</u>	**Policy Number:** <u>HR 12</u>	
Policy Title: <u>Travel Expenses</u>		
Policy Approval Date: <u>January 31 2018</u>		
Year of Next Review: <u>2021</u>		

This policy regulates travel by staff on library business to ensure that it is done at reasonable costs, in a manner that does not create unnecessary hardship for staff, and in order to carefully document expenses and reimbursements.

Section 1: Guidelines

1. The library will reimburse staff for reasonable expenses incurred on **pre-approved business**.

2. Travel arrangements should always be the most economical mode that does not create undue hardship for the staff.

3. Travel options should be considered in the context of staff time, other work demands and fatigue. Selecting a travel option is a matter of judgment and staff is expected to act responsibly.

4. Requests for reimbursement for unreasonable costs can be refused.

5. Whenever possible staff should travel together if it reduces costs.

6. Staff traveling on library business is covered by insurances in place in the library (WSIB, provincial health insurance, extended health plan for out of province travel).

Section 2: Transportation

1. The cost of getting to work and back home at the beginning and end of the day are personal expenses, not travel expenses and will not be reimbursed.

2. Staff may claim actual expenses incurred if they are required to travel to another branch during their shifts.

3. Staff traveling to workshops or meetings outside of the municipality must claim from their regular branch location or their home, whichever distance is shorter.

4. Staff using their own vehicles will be reimbursed mileage at the municipal rate. Staff must be covered by personal motor vehicle liability insurance and ensure that their coverage includes business use of their vehicles. Coverage should not be less than $1,000,000
5. Staff will not be reimbursed for traffic or parking tickets, car repairs or maintenance.

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Section 3: Meals
1. The general meal guideline, including tip, is based on the municipal rates. Staff may claim amounts greater than these guidelines with an explanation. All claims must be accompanied by itemized receipts.
2. Rates will not be paid where meals are provided at the meeting, conference or event.
3. Alcohol may not be claimed.

Section 4: Accommodation
1. Staff should book the most economical (standard) room available.
2. Sharing with other staff members to reduce costs is appreciated but it is not required.
3. Staff will not be reimbursed for personal or recreational items (e.g., the toothbrush you forgot to bring from home, pay-per-view, or items from the mini-bar).

Section 5: CEO
1. The CEO may be issued a corporate credit card.
2. No personal expenses may be charged to this card.
3. Charges are billed directly to the library; however expenses must be accounted for on an Expense Claim form.
4. It may be appropriate for the CEO to pay for meals for others such as peers, visitors, or library partners. In this circumstance the CEO may claim alcohol in moderation when served as part of a meal.

Section 6: Payment and Reimbursement
1. The CEO or his/her designate must approve expense claims and confirm that all expenses are reasonable, meet the policy, have proper receipts and are justified.
2. Staff may request travel advances or use their own cash or credit cards.
3. Staff are responsible for completing and signing an Expense Claims form for advances and reimbursements:
     a) full details of each trip must be provided including date, and purpose
     b) individual expenses must be itemized
     c) unusual expenses must be explained such as claims made for other employees
     d) original receipts must be attached to the expense claim
     e) expenses must be submitted monthly

4. It is a serious offence to deliberately falsify an expense claim and it is cause for disciplinary action.