

<b>RAINY RIVER PUBLIC LIBRARY</b>		
<b>Category: SERVICES</b>		<b>Number: PE15</b>
	<b>Topic: Travel</b>	<b>Page: 1 of 1</b>
<b>Date: Oct. 24, 2017</b>	<b>Authorized by:</b>	

This policy regulates travel by staff on library business.

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 are expected to act responsibly.
4. Staff using their own vehicles will be reimbursed mileage at \$0.45 per kilometre. 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. When it is necessary to take a taxi, the actual cost of the taxi (less tip) will be reimbursed.
6. Meals are reimbursed at the following rate:
  - a. Breakfast – up to \$10.00
  - b. Lunch – up to \$15.00
  - c. Dinner – up to \$25.00.
  - d. All claims must be accompanied by itemized receipts. Alcohol may not be claimed.
7. Rates will not be paid for meals provided at the meeting, conference or event.
8. An incidental allowance of \$10.00 per day is permitted. Receipts are not required for this.
9. Staff should book the most economical (standard) room available. Actual costs of accommodation will be reimbursed with receipts.
10. The Library Board must approve expense claims. The CEO will confirm that all expenses are reasonable, meet the policy, have proper receipts, and are justified.
11. Staff may not be obliged to cross the Canada-United States border on library business.