

<b>RAINY RIVER PUBLIC LIBRARY</b>		
<b>Category: PERSONNEL</b>		<b>Number: PE15</b>
	<b>Topic: Travel</b>	<b>Page: 1 of 1</b>
<b>Date: Oct. 24 '17</b> <b>Revised: Dec. 7 '21</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 with itemized receipts (less tip). Alcohol may not be claimed.
7. An allowance will not be paid for meals provided as part of a meeting, conference or event.
8. Staff should book the most economical (standard) room available. Actual costs of accommodation will be reimbursed with receipts.
9. Staff who are billeting with someone for an event outside the Rainy River District may request a billeting allowance of \$50 per night.
10. The CEO will confirm that all expenses are reasonable, meet the policy, have proper receipts, and are justified.
11. Expense claims must be countersigned by a signing officer who is not the CEO.
12. The Board shall approve all expense claims as part of the monthly disbursements.
13. Staff shall not be obliged to cross the Canada-United States border on library business.