

## Trent Lakes Public Library



Policy Type:	<b>Human Resources</b>	Policy Number:	<b>HR-11</b>
Policy Title:	<b>Payment of Job-Related Expenses</b>	Initial Policy Approval Date:	<b>27-09-2019</b>
		Last Review/Revision Date:	<b>2022</b>
		Next Review Date:	<b>2024</b>

---

This policy regulates travel by employees on library business to ensure that it is done at reasonable costs, in a manner that does not create unnecessary hardship for employees, and that expenses and reimbursements are appropriately documented. Previously this policy was entitled *HR-11 Travel expenses* but was updated to include job-related meal and training expenses.

### Section 1: Guidelines

1. The library board will reimburse employees for reasonable expenses incurred on pre-approved business.
2. Travel should be done as economically as possible without creating undue hardship for the employee.
3. Travel options should be considered in the context of employee time, other work demands and fatigue. Selecting a travel option is a matter of judgment and employees expected to act responsibly.
4. Requests for reimbursement for unreasonable costs can be refused.
5. Whenever possible employees should travel together if it reduces costs.
6. Employees traveling on library business are 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 again are personal expenses, not travel expenses and will not be reimbursed.
2. Employees may claim actual expenses incurred if they are required to travel from one branch to other branches during the working day.
3. Employees traveling to workshops or meetings outside of the municipality must claim from their regular branch location or their home, whichever distance is shorter.
4. Employees using their own vehicles will be reimbursed mileage at the municipal rate. Employees 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. Employees will not be reimbursed for traffic or parking tickets, car repairs or maintenance.

## HR-11 – Payment of Job-Related Expenses (continued)

### Section 3: Meals

1. The general meal guideline, including tip, is based on the municipal rates. Employees 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. Employees should book the most economical (standard) rooms available.
2. Sharing with other employees to reduce costs is appreciated but it is not required.
3. Employees will not be reimbursed for personal or recreational items (e.g toothbrushes, pay-per-view, or items from the room mini-bar).

### Section 5: Training

Professional development is a shared responsibility of the library and the employees.

1. The library pays employees to attend approved events including seminars, workshops, and conferences. The library pays for the cost of registration and travel expenses.
2. Fees for courses or tuition will be fully reimbursed to employees if courses relate directly to current work requirements. Fees are reimbursed when proof of successful course completion is submitted.
3. Fees for courses or tuition may be reimbursed by up to 50% if courses are developmental and increase competencies or provide for career progression. Fees are reimbursed when proof of successful course completion is submitted.
4. Employees must obtain prior approval from the CEO for participation in, and reimbursement for, all professional development activities.

### Section 6: CEO

1. The CEO may be issued a corporate credit card.
2. No personal expenses may be charged to this card.
3. Credit card 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.

**HR-11 – Payment of Job-Related Expenses** (continued)

**Section 7: 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. Expenses of the CEO are approved by the board chair.
3. Employees may request travel advances or use their own cash or credit cards.
4. Employees are responsible for completing and signing expense claims forms 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
5. It is a serious offence to deliberately falsify an expense claim and it is cause for disciplinary action.