



Library Staff and Board Member Travel and Expenses

Governance

Purpose

This policy addresses the methods and procedures by which Library staff and board members will be governed when attending to business related to the Brantford Public Library including attending conferences, conventions and seminars either within the city limits or beyond and provides for those expenses for which reimbursement will be paid.

Policy

1. The Library shall reimburse staff and board members for reasonable expenditures incurred for authorized business related to the Library Board.
2. Authorization shall be obtained from the CEO/Chief Librarian for staff, and from the Chair of the Brantford Public Library Board for board members, prior to registration and attendance at conferences, training sessions and seminar. Expenses for the attendance of staff and board members at conferences, training sessions and seminars shall be included in the annual budget of the Library Board.
3. Conference and seminar attendance is limited to North America unless otherwise approved.
4. Staff seeking reimbursement of expenses or an advance shall submit an expense report or cheque requisition for an advance (on the form provided by the Library) with approval by the appropriate "Signing Authority". Written confirmation of authorization from the CEO/Chief Librarian or Chair of the Brantford Public Library Board shall be included.
5. For the purpose of this policy the "Signing Authority" will be:

Individual Incurring Expense	Signing Authority
Staff Member	Immediate Manager
Manager	CEO/Chief Librarian
CEO/Chief Librarian	Library Board Chair
Board Members	CEO/Chief Librarian Manager – Business Services

6. It is recognized that there may be circumstances where timely approval may be difficult due to extended absences, such as vacations and illness. In such cases the immediate Manager or the CEO/Chief Librarian will be the Signing Authority where appropriate and in the absence of the Manager or the CEO/Chief Librarian, the Manager – Business Services or Board Chair will be the Signing Authority.
7. Expense irregularities submitted by a staff member will be referred to the CEO/Chief Librarian for resolution. Any expense irregularity submitted by a board member is to be forwarded to the Review Committee chair person for resolution. If the irregularity is not resolved by the Review Committee Chair, the item is to be referred to an in camera meeting of the Review Committee.

Travel Expenses

The Library will reimburse staff for the following travelling expenses:

1. Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare, when available or the "economy air fare" which was generally available at the time when travel arrangements were made.
2. Trip cancellation insurance where advance bookings or other discounts are used.
3. Where required, ground transportation to and from the airport or hotel provided appropriate receipts are submitted.
4. Under normal circumstances, reimbursement will be authorized for travel by private automobile at the current rate per kilometer plus any parking costs incurred to a radius of 500 km from Brantford. For travel outside the 500 km radius reimbursement will be limited to the lesser of the expenses actually incurred (including mileage) or the expense of an economy air fare plus applicable ground transportation costs (when regularly scheduled air transportation is available).

Reminder: The City of Brantford has an arrangement with a car rental company whereby discounted car rentals will be made available to the City of Brantford, and in some situations this will be the most economical way to travel and should be kept in mind when arranging travel.

5. Staff who wishes to combine a Library business trip with personal travel may do so provided that they assume all additional expenses not related to Library business.
6. Staff who are union members and eligible for car allowance and/or mileage will be paid as provided in the applicable collective agreement.
7. The following car allowance program will apply to "Exempt" staff:
 - a. Employees who are occasionally requested to use their personal vehicle on Library business will be reimbursed at a rate that is reviewed annually:

November 1, 2019: \$.55/km

Should an employee not wish to use their personal vehicle, they may be transported by municipal transit or taxi and be reimbursed for such expense. Authorization for such transportation must be specifically granted by their immediate supervisor.

Accommodation Expense

The Library will reimburse staff for the following accommodation expenses

1. Hotel or room accommodation shall be paid at the single room rate for the duration of the event plus one day travel, when appropriate. Staff are reminded to request the "government, conference or corporate" room rate, where available.
2. Staff will be reimbursed for all business-related telephone calls.
3. Where authorized the cost of hospitality rooms acquired for the purpose of business entertainment or hosting may be claimed as an expense.

Registration Cost

The Library will reimburse staff for the actual cost of registration for all conventions, seminars or other events they have been authorized to attend.

Meals, Gratuities, Entertainment and Incidentals

1. A per diem rate of \$70.00 (Canadian or US Dollars) per day or part thereof is provided where at least one overnight stay is involved. The per diem allowance is intended to cover normal daily expenses for out of town trips and precludes the necessity of filing receipts for such items as:
 - Breakfast: \$10/day
 - Lunch:\$15/day
 - Supper: \$25/day
 - Snacks: \$10/day
 - Incidental (dry cleaning, phone calls, etc.)
 - \$10/day

Note: where meals/snacks etc. are provided within the registration fee the appropriate amount should be deducted from the per diem rate.

2. Individual receipts must be filed with an expense statement for non per diem trips.

Business Meals

Reimbursement for reasonable expenses incurred at business meetings held at eating establishments and hotels is allowed when:

- the expenses are authorized in accordance with section 1;
- the purpose of the meeting is related to the business of the Library and this is documented along with the number of persons in attendance; and,
- an original receipt is submitted with the claim.

Parking Expenses

1. Staff will be reimbursed for the cost of parking their vehicle at a transportation terminal
2. Staff will be reimbursed the cost of parking their vehicle while engaged in Library business. Staff will not be reimbursed for the cost of parking fines.
3. Loss or damage to the vehicle while parked shall not be the responsibility of the Library.

Membership and Association Fees

1. The Library will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the Library.
2. The Library will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities and for employees where such a designation, in the opinion of the Manager for the department in which the employee works, is an asset in the performance of the individual's duties and responsibilities.
3. Payment of personal professional membership and association fees is to be approved by the Manager for the department in which the employee works and included in the annual budget allocation for the department.

Foreign Exchange

Where conferences or other events are attended out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.

Advances

The Manager – Business Services is authorized to advance money to staff authorized to attend conferences, seminars and events. Such requests will be submitted on the approved form at least two weeks prior to the event.

History

Supersedes: Not applicable

Background documents, related policies: Not applicable

Approval Date: May 2012

Revision History: October 2019

Projected Review Period: Not applicable

Author: Corporate Services Administrator

Approval Level: Brantford Public Library Board