

Madawaska Valley Public Library Policy Manual

Policy Type: Human Resources

Policy Number: HR - 11

**Policy Title: Payment of
Job-Related Expenses**

Initial Approval Date: November 2015
Last Review/Revision Date: November 2019
Review Date: 2023

Objective

To regulate job-related expenses by staff members on Library business. This policy ensures expenses are reasonable, do not create unnecessary hardship for staff members, and that expenses and reimbursements are appropriately documented.

Section 1: Guidelines

1. The Township of Madawaska Valley Public Library Board (the Board) will reimburse staff members for reasonable expenses incurred on pre-approved business.
2. Travel should be done as economically as possible without creating undue hardship for the staff member.
3. Travel options should be considered in the context of staff member's time, other work demands, and fatigue. Selecting a travel option is a matter of judgment, and staff members are expected to act responsibly.
4. Requests for reimbursement for unreasonable costs can be refused.
5. Whenever possible staff members should travel together if it reduces costs.
6. Staff members 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).
7. Normal wages are paid for participation at approved events, at the discretion of the CEO. Wages are not paid to cover travel time to event; mileage is paid to cover travel expenses: *see Section 2 Transportation and Section 5 (2) Training below.*

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 members may claim actual expenses incurred if they are required to travel from one branch to other branches during the work day.
3. Staff members 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 members using their own vehicles will be reimbursed mileage at the municipal rate. Staff members must be covered by personal motor vehicle liability insurance and ensure that their coverage includes business use of their vehicles. Minimum coverage should be \$1,000,000.
5. Staff members 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 rate. Staff members may claim amounts greater than these guidelines with an explanation. All claims must be accompanied by itemized receipts.
2. No reimbursement will be made where meals are provided at the meeting, conference, or event.
3. Alcohol may not be claimed.

Section 4: Accommodation

1. Staff members should book the most economical (standard) rooms available.
2. Sharing with other staff members to reduce costs is appreciated, but it is not required.
3. Staff members will not be reimbursed for personal or recreational items (e.g toothbrushes, pay-per-view, or items from the mini-bar).

Section 5: Training

Professional development is a shared responsibility of the Library and staff members.

1. Staff members must obtain prior approval from the CEO — before participation — for reimbursement for all professional development activities.
2. The Library pays normal wages to staff members to attend approved events, including seminars, workshops, and conferences, at the discretion of the CEO. The Library pays or reimburses for the cost of registration and travel expenses for approved events.
3. Fees for courses or tuition will be fully reimbursed to staff members if courses relate directly to current work requirements. Fees are reimbursed when proof of successful course completion is submitted.
4. 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.

Section 6: Chief Executive Officer/Head Librarian (the 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.

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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 7: Payment and Reimbursement

1. The CEO 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. Staff members may request travel advances or use their own cash or credit cards.
4. Staff members 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 staff members;
 - d) original receipts must be attached to the expense claim;
 - e) expense claims must be submitted monthly.
5. It is a serious offence to deliberately falsify an expense claim and it is cause for disciplinary action.

Related Documents:

Policy Number HR-10 Employee Conduct