



Section of Policy Manual: Personnel	Policy No. : PER-11
Subject: Payment of Employee/Board Member Related Expenses	Policy Approval Date: March 2020
Year of next review: March 2024	Last Review/Revision Date: New Policy

This policy regulates travel by employees and library board members on Gravenhurst Public Library business to ensure that it is done at reasonable costs, in a manner that does not create unnecessary hardship for employees/board members, and that expenses and reimbursements are appropriately documented.

Section 1: Guidelines

1. The Library Board will reimburse employees/board members for reasonable expenses incurred on pre-approved business.
2. Travel should be done as economically as possible without creating undue hardship for the employee/board member.
3. Travel options should be considered in the context of employee/board member time, other work demands and fatigue. Selecting a travel option is a matter of judgment and employees/board members are expected to act responsibly.
4. Requests for reimbursement for unreasonable costs can be refused.
5. Whenever possible employees/board members 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/board members traveling to workshops, conferences, meetings or outreach programs, may claim from the Gravenhurst Library location or their home, whichever distance is shorter.
3. Employees/board members using their own vehicles will be reimbursed mileage at the Town of Gravenhurst rate.
4. Parking and toll expenses will be reimbursed. Employees/board members are asked to use their discretion and the most cost effective choice available to them at the time. Original receipts are required for reimbursement.
5. Employees/board members will not be reimbursed for traffic or parking tickets, car repairs or maintenance.

Section 3: Meals

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



4. Employees/board members that stay with friends or relatives instead of using a hotel may provide a gift to the host based on the Town of Gravenhurst rate. The cost will be reimbursed with an original receipt.

Section 5: Training

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

1. The Library Board pays employees/board members to attend approved events including seminars, workshops, and conferences. The Library Board pays for the cost of registration and travel expenses out of its operating budget.
2. Employees must obtain prior approval from the CEO/Chief Librarian for participation in, and reimbursement for, all professional development activities.

Section 6: CEO/Chief Librarian

1. The CEO/Chief Librarian will be issued a corporate credit card. Other staff may be issued corporate credit cards as appropriate with approval by the CEO/Chief Librarian.
2. No personal expenses will be charged to these cards.
3. Credit card charges are billed directly to the Town of Gravenhurst and these expenses are submitted for payment to the CEO/Chief Librarian. Expenses must be accounted for with receipts.
4. It may be appropriate for the CEO/Chief Librarian to pay for meals for others such as peers, visitors, or library partners. In this circumstance the CEO/Chief Librarian may claim alcohol in moderation when served as part of a meal.



Section 7: Payment and Reimbursement

1. The CEO/Chief Librarian 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/Chief Librarian are approved by the Board Chair.
3. Employees/board members may use their own cash or credit cards.
4. Employees/board members are responsible for completing and signing expense claim forms (see Appendix A) for 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/board members
 - 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.

Related Documents:

Town of Gravenhurst Policy F09 Personal Expense Claims
Town of Gravenhurst Personal Expenses Form (Appendix A)