



References:

Purpose: The Board recognizes that Library employees and Board trustees should not incur travel costs when traveling on behalf of the Library.

1. Right to Travel

- 1.1. Approval must be obtained from one of the following:
 - 1.1.1. Library Board Chair for Board Trustees and Library Director.
 - 1.1.2. Library Director for employees of the Banff Public Library.
- 1.2. Attendance at courses, seminars, and conferences is to be rotated on an equal basis amongst Board Trustees and staff members where appropriate.
- 1.3. Participants at events where expenses are covered by the Library are required to present an oral and/or written report of their experience.
 - 1.3.1. Board Trustees will report to the Library Board.
 - 1.3.2. The Library Director will report to the Library Board.
 - 1.3.3. Library staff will report to the Library Director.
- 1.4. Travel arrangements shall be made in consultation with the Library Director.
- 1.5. Library employees may request a travel advance if necessary, by completing a Travel Advance Voucher (See employee handbook). The approval of the travel advance for library employees is at the sole discretion of the Library Director. Upon return, all essential documentation must be provided to substantiate receipt. Any unused funds must be returned to the Banff Public Library.

2. Transportation

- 2.1. All travel expenses will be reimbursed for the most direct route and the most economical means of transportation.
- 2.2. The following transportation expense reimbursements shall apply:
 - 2.2.1. Air Travel – Except for short journeys, where the use of a vehicle is more economical, air travel is an acceptable mode of transportation. Economy class is usually used, but a higher standard may be authorized if less expensive flights are not available and delay in arrival is not acceptable
 - 2.2.2. Private Vehicle Travel – Travel by private vehicle may be authorized where, in the opinion of the Library Board or Library Director, this method is economical and practical. Allowances payable for authorized use of a private vehicle will be paid according to rates outlined in the employee handbook.
 - 2.2.3. Rental Vehicles – If Library business dictates and if it is more economical to rent a vehicle, the actual cost of an up to full size rental, inclusive of fuel receipts, will be reimbursed. Only staff or Board members may drive the rental, and only for Library business. Rental car insurance must be taken at the time of rental.
 - 2.2.4. Taxis and Equivalent - Employees and Board Trustees shall be reimbursed for actual and reasonable costs incurred for taxis, airport shuttles (buses), or equivalent, for transportation between home or work place and the designated airport or bus station. Employees or Board Trustees shall also be reimbursed for actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business in location(s) outside Banff.



References:

3. Meals and Miscellaneous

- 3.1. Board Trustees and Library employees will be reimbursed the actual and reasonable cost of meals while travelling in accordance to approved per diems. See employee handbook.
- 3.2. Board Trustees and Library employees may claim up to the maximum allowances without the submission of receipts for the cost of meals and incidental expenses, including gratuities and tax.
- 3.3. Meal allowances are authorized as follows:
 - 3.3.1.** For every 5 hours of travel, 1 meal is approved to a maximum of 3 meals per day.
- 3.4. Official Telephone Calls – Board Trustees and Library employees will be reimbursed for long distance telephone calls relating to official business.

4. Accommodation

- 4.1. Board Trustees and Library employees shall be reimbursed for actual and reasonable expenses for commercial accommodation on authorized library business.

5. Expense Reports

- 5.1. Board Trustees and Library employees are required within ten (10) days of return to complete and submit the Travel Expense Form.
- 5.2. Expenses shall be supported by vouchers, receipts or other appropriate documentation as required.

6. Wages

- 6.1. Timesheet and scheduling implications of all travel by employees must be established at the time travel is approved.
- 6.2. When employees travel at the request of the Board or Library Director, reasonable travel time will be counted towards a regular work day.
- 6.3. When employees travel at their own request and travel is not at the direction and control of the Board or Library Director, travel time does not count towards a regular work day.

7. Abuse

- 7.1. Abuse of this policy may result in reduced or no reimbursement of expenses.
- 7.2. Payment of expenses not previously approved shall be made at the discretion of the Library Director or Library Board Chair.



Town of Banff
Public Library

Policy: HR 6 – Human Resources
Title: Travel Policy
Motion No. 24-4-2019-7
Reviewed: April 24, 2019

References:

SAMPLE TRAVEL EXPENSE STATEMENT



TRAVEL EXPENSE STATEMENT

Name: _____ Date: _____

Date(s) of Attendance: _____

Destination/Location: _____

Purpose: _____

Expenses Incurred:

Commercial Transportation

Total kilometres _____ at \$0.50/km _____

Meal Allowance _____

Accommodation (Number of nights _____) _____

Miscellaneous: _____

TOTAL REIMBURSEMENT: _____

NOTE: Receipts must be attached for all expenses before reimbursement can be issued

SIGNATURE: _____ DATE: _____

APPROVED _____
Director