

BONFIELD PUBLIC LIBRARY

Remuneration and

Expenses

BONFIELD PUBLIC LIBRARY

POLICY Title: Remuneration and Expenses

Policy Number: 16-58

Policy Approval Date: June 1st, 2009

Policy Review Date: February 7, 2022

The Bonfield Public Library Board deems it necessary to establish a reasonable rate of remuneration and expense to reimburse representatives of the Bonfield Public Library when traveling on Library business. The following classification of remuneration, expenses and rates will be reimbursed accordingly.

1.0 TRANSPORTATION

- 1.1 Transportation will be reimbursed at a rate of \$0.61/km when using own vehicle, receipts are not required. Personal motor vehicle liability insurance coverage is the responsibility of the driver (not reimbursable by the Library)....
Reimbursement for traffic violations, accident, car repairs or maintenance will not be accepted.
- 1.2 Receipts shall be required when traveling by air, bus or rail.
- 1.3 To claim mileage members should indicate where their journeys started and finished, places visited and the approved duty involved. (*See attached Claim Form Sample*)

2.0 ACCOMMODATIONS

- 2.1 The single rate of accommodation will be reimbursed when it can be appropriately charged; receipts must be produced.
- 2.2 The best rate should be obtained whenever practical.

3.0 MEALS – PER DIEM

- 3.1 Reimbursement will equal the receipted amount up to the predetermined maximum, inclusive of all taxes and gratuities, excluding alcohol.
Maximum allowable rate are:
 - \$15.00 for breakfast when departing place of residence one hour prior to normal working hours ;
 - \$25.00 for lunch ;
 - \$30.00 for dinner when arriving at place of residence one hour after normal working hours ;
- 3.2 When the cost of any meal exceeds the approved rates established, receipts and Explanations are required prior to approval.

4.0 OTHER EXPENSES

- 4.1 Expenses incurred for taxis and parking when acting on behalf of the Bonfield Public Library will be reimbursed upon submission of receipts.
- 4.2 Other expenses not previously mentioned may be reimbursed at the Library Board discretion.

5.0 CONFERENCES AND WORKSHOPS

5.1 When the Library Board approves the attendance of Library employees at conferences and/or workshops the employee shall receive compensation at their regular hourly rate or time in lieu. Such employee must be approved in advance by the Board, or, where this is not possible, by the CEO.

5.2 “*Standard mileages*” e.g. home to HQ (*Library*) will be provided to assist employees in making their claims. The standard will always be the shortest route, but if on any occasion it is not possible to take the standard route, then members should detail the route taken, the mileage and the reason for the change.

6.0 TRAVEL ADVANCES

Advances for travel may be obtained upon completion and submission of the “*Travel Advance Request Form*”. Advances will be calculated based on the estimated cost of travel.

7.0 TRAVEL EXPENSE CLAIM FORM

Within five (5) working days of return a “*Travel Expense Claim Form*” must be submitted including receipts where required. A refund of the advance or additional payment will be determined and dealt with accordingly.

8.0 COMMITTEE AND BOARD MEMBERS

Committee and Board Members shall not be compensated for lost wages when traveling on Library Board business.

9.0 EFFECTIVE DATE

This Policy shall take effect on February 7, 2022.

* Reimbursement rate per kilometre as per section 7306 of the Canada Revenue Income Tax Regulations.

Web Resource address:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/calculate-allowance-you-give-your-employee-using-automobile-other-vehicle.html>

MILEAGE CLAIM FOR USE OF PERSONAL VEHICLE

Invoice # _____

Payable:					Date:			
Position:					Account # 1-75-750-577-332			
DATE	FROM	TO:(Destination)	PURPOSE	TOTAL MILEAGE	RATE	SUB-TOTAL	GST	CLAIM
					.61 per km			

SAMPLE

Signature

**BONFIELD PUBLIC LIBRARY
TRAVEL ADVANCE REQUEST FORM**

NAME: _____

DATE OF TRAVEL: _____

DESTINATION: _____

PURPOSE: _____

I HEREBY REQUEST THE FOLLOWING TRAVEL ADVANCE

ACCOMMODATIONS/TRAVEL	MEALS			TOTAL
	Breakfast	Lunch	Dinner	
	\$15.00	\$25.00	\$30.00	
TOTAL ADVANCE REQUESTED:				\$

SIGNATURE

CEO AND/OR LIBRARY BOARD REMARKS:	
APPROVED ()	NOT APPROVED ()

