



Travel

Board members may apply for reimbursement for travel expenses for travel to Board and Committee meetings, at the current Alberta government mileage rates. The per kilometer rate shall also apply to staff and Board member travel on System business, with the exception of travel to the Alberta Library Conference in Jasper.

In order to allow a maximum number of attendees at the Alberta Library Conference, travel to the annual conference shall be reimbursed at a flat rate of \$250.00 and staff and board members shall be encouraged to travel together when possible.

Meals

Meetings commencing between 4 pm and 6 pm shall be considered supper meetings at which a light meal shall be provided.

When attendance at Board and Committee meetings requires travel during normal meal hours, reasonable expenses for meals shall be reimbursed based on receipts provided or current Alberta government rates for employees.

Staff and Board members who travel on System business will be reimbursed at the current Alberta government rates for meals for employees.

Approval

Board members' attendance at other activities on behalf of the System Board other than Board and Committee meetings shall be authorized by the Executive Committee.

Staff attendance at functions on behalf of the Library System shall be authorized by the CEO.

Electronic Technology Expenses

Chinook Arch Library Board members who are participating on Board committees may claim a monthly expense allowance up to \$25 for technology expenses such as cell phone or internet charges.

Guidelines

1. Receipts are required for all expenses claimed, with the exception of meals and the accommodation allowance.
2. Meals without receipts shall be reimbursed at the same rate as current Government of Alberta Guidelines.
3. Alcoholic beverages will not normally be reimbursed.
4. An accommodation allowance shall be granted at current Government of Alberta rates when an individual makes use of non-commercial accommodations while traveling on Chinook Arch Library

Expenses

System business. The intent of this allowance is to reimburse one's host for expenses incurred in providing such accommodation.

5. Board and Committee members who are reimbursed by their municipalities for expenses may not claim the same expenses from Chinook Arch.

Last Reviewed:	4 August 2016
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