



Staff and Board Member Travel and Expenses

Governance

Purpose

This policy addresses the methods and procedures by which library staff and board members will be governed when attending to business related to the Brantford Public Library including attending conferences, convention, and seminars either within the city limits or beyond, and provides for those expenses for which reimbursement will be paid.

Policy

General Provisions

1. The Library shall reimburse staff and board members for reasonable expenditures incurred for authorized business related to the Library Board.
2. Authorization shall be obtained from the CEO/Chief Librarian for staff, and from the Chair of the Brantford Public Library Board for board members, prior to registration and attendance at conferences, training sessions, and seminars. Expenses for the attendance of staff and board members at conferences, training sessions, and seminars shall be included in the annual budget of the Library Board.
3. Conference and seminar attendance is limited to North America unless otherwise approved.
4. Staff seeking reimbursement of expenses or an advance shall submit an expense report for an advance (on the form provided by the Library) with approval by the appropriate "Signing Authority". Written confirmation of authorization from the CEO/Chief Librarian or Chair of the Brantford Public Library Board shall be included.
5. For the purpose of this policy the "Signing Authority" will be:

Individual Incurring Expense	Signing Authority
Staff Member	Immediate Manager
Manager	CEO/Chief Librarian
CEO/Chief Librarian	Library Board Chair
Board Members	CEO/Chief Librarian Corporate Services Administrator

6. It is recognized that there may be circumstances where timely approval may be difficult due to extended absences, such as vacations and illness. In such cases the immediate Manager or the CEO/Chief Librarian will be the Signing Authority where appropriate and in the absence of the Manager or the CEO/Chief Librarian, the Corporate Services Administrator or Board Chair will be the Signing Authority.
7. Expense irregularities submitted by a staff member will be referred to the CEO/Chief Librarian for resolution. Any expense irregularity submitted by a board member is to be forwarded to the Review Committee chair person for resolution. If the irregularity is not

resolved by the Review Committee Chair, the item is to be referred to an in camera meeting of the Review Committee.

8. Where conferences or other events are attended out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.
9. The Corporate Services Administrator is authorized to advance money to staff authorized to attend conferences, seminars and events. Such requests will be submitted on the approved form at least two weeks prior to the event.

Travel Expenses

The Library will reimburse staff for the following travelling expenses:

1. Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare, when available or the "economy air fare" which was generally available at the time when travel arrangements were made.
2. Trip cancellation insurance where advance bookings or other discounts are used.
3. Where required, ground transportation to and from the airport or hotel provided appropriate receipts are submitted.
4. Under normal circumstances, reimbursement will be authorized for travel by private automobile at the current rate per kilometer plus any parking costs incurred to a radius of 500 km from Brantford. For travel outside the 500 km radius reimbursement will be limited to the lesser of the expenses actually incurred (including mileage) or the expense of an economy air fare plus applicable ground transportation costs (when regularly scheduled air transportation is available).
5. Staff who wish to combine a Library business trip with personal travel may do so provided that they assume all additional expenses not related to Library business.
6. Staff who are union members and eligible for car allowance and/or mileage will be paid as provided in the applicable collective agreement.
7. The following car allowance program will apply to "Exempt" staff:
 - a. Employees who are occasionally requested to use their personal vehicle on Library business will be reimbursed at the following rate:
\$.68/kmShould an employee not wish to use their personal vehicle, they may be transported by municipal transit or taxi and be reimbursed for such expense. Authorization for such transportation must be specifically granted by their immediate supervisor.

Accommodation Expenses

The Library will reimburse staff for the following accommodation expenses:

1. Hotel or room accommodation shall be paid at the single room rate for the duration of the event plus one day travel, when appropriate. Staff are reminded to request the "government, conference or corporate" room rate, where available.
2. Staff will be reimbursed for all business-related telephone calls.
3. Where authorized, the cost of hospitality rooms acquired for the purpose of business entertainment or hosting may be claimed as an expense.

Registration Cost

1. The Library will reimburse staff for the actual cost of registration for all conventions, seminars or other events they have been authorized to attend.

Meal Expenses

1. Per Diem Meals

A per diem rate per day or part thereof is provided where at least one overnight stay is required. The per diem rate is paid in accordance with the applicable rates outlined in the Canada Revenue Agency (CRA) Directive on Travel, [Appendix B: Meals and Allowance](#) at the time of travel. The CRA rates are reviewed every six months and any revisions, if applicable are effective April 1st or October 1st. The most recently published rates are referenced below. Updated rates that are published on the CRA website will be used going forward, as applicable.

As of October 1, 2024 the total meal allowance per diem rate is \$111.80, which will be applied to a twenty-four hour period. Receipts are not required for per diem expenses.

Where complimentary meals are available or provided as part of a conference or event, or meals are not purchased for another reason, the per diem rate will be reduced accordingly by applicable CRA amounts for each unpurchased meal. The rates for each meal noted below are as of October 1, 2024:

- Breakfast: \$27.95/day
- Lunch:\$27.00/day
- Dinner: \$56.85/day

The per diem rate will be paid in Canadian funds unless there is a requirement for U.S. funds.

The per diem allowance is intended to cover the following normal daily expenses:

- Meals and snacks
- Non-alcoholic beverages

Under extenuating circumstances, staff travelling under this policy may be reimbursed for meals upon submission of receipts even if the meal is supplied by the conference. In this circumstance, there must be a valid reason (e.g., legitimate dietary restriction that could not be accommodated) for the person not being able to attend the meal as supplied by the conference.

Individual receipts must be filed with an expense statement for non per diem trips.

2. Non-Per Diem Meals

When overnight accommodation is not required, meal expenses that are not included with registrations will be reimbursed.

Claims for reimbursement will be capped in accordance with the Canada Revenue Agency (CRA) Directive on Travel, [Appendix B: Meals and Allowance](#) for each meal. The most recently published rates are referenced below. Updated rates that are published on the CRA website will be used going forward, as applicable.

- Breakfast: \$27.95/day
- Lunch:\$27.00/day
- Dinner: \$56.85/day

Reimbursement for reasonable expenses incurred at business meetings held at eating establishments and hotels is allowed when:

- the expenses are authorized in accordance with section 1;
- the purpose of the meeting is related to the business of the Library and this is documented along with the number of persons in attendance;
- an original receipt is submitted with the claim; and,
- the claimed amount is capped in accordance with the CRA Directive on Travel for each meal as per the rates as outlined above.

Parking Expenses

1. Staff will be reimbursed for the cost of parking their vehicle at a transportation terminal.
2. Staff will be reimbursed the cost of parking their vehicle while engaged in Library business. Staff will not be reimbursed for the cost of parking fines.
3. Loss or damage to the vehicle while parked shall not be the responsibility of the Library.

Membership and Association Fees

1. The Library will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the Library.
2. The Library will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities and for employees where such a designation, in the opinion of the manager for the department in which the employee works, is an asset in the performance of the individual's duties and responsibilities.
3. Payment of personal professional membership and association fees is to be approved by the manager for the department in which the employee works and included in the annual budget allocation for the department.

History

Supersedes: Not applicable

Background documents, related policies: Brantford Public Library Professional Development Policy; Brantford Public Library Organizational Memberships and Requests for Sponsorships; Canada Revenue Agency Directive on Travel.

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