

**La BIBLIOTHEQUE de BEAUMONT LIBRARY
BOARD OF DIRECTORS POLICY**

Policy Section: Operational

Policy Number: O-08

REIMBURSEMENT OF TRAVEL EXPENSES

Date Approved: April 8, 2019

Valid To: June 2022

Replaces: O-08, April 28, 2014

Board Chair: 

This policy will apply to Trustees.

1. All Trustee travel must be authorized by the Board.
2. Mileage will be reimbursed at a rate per kilometre to be determined annually by the City of Beaumont, unless the Board approves a different rate. Mileage will be paid from the point of departure to the point of arrival by the most direct route.
3. Mileage is not reimbursed for travel by Trustees to attend meetings or events within the city of Beaumont.
4. The use of rental vehicles or alternate modes of travel will normally be approved when requested by the traveller and if it is shown to be cost effective.
5. Expenses will be based on the actual costs of meals and accommodations, based on the current maximum amounts and reimbursement policy in effect with the City of Beaumont.
6. Telephone and internet expenses are not normally reimbursed.
7. Hospitality expenses must be pre-authorized by the Board.
8. All expenses must be substantiated by receipts.
9. Expenses are limited to the Trustee travelling.