

007 - OPLB Trustee Expense Reimbursement

Guiding Principles

Trustees attending regular meetings of the Board, meetings of Board committees or ad hoc working groups, or representing the Board at library functions, City or community events, or acting as the Library's delegate to official library bodies will be reimbursed for incidental expenses such as parking, transportation, and childcare.

Prior to undertaking any travel, Trustees must obtain the approval of the Board. The reimbursement of expenses incurred by Trustees in completing their duties to the Library are governed by the City of Ottawa Travel Guidelines (COTG), as amended from time to time.

Practices for Expenses Incurred from Regular Board Business

All applicable expenses incurred as a result of activities associated with regular Board business will be reimbursed upon submission of an Expense Claim form with appropriate receipts or proof of payment. The claim form and receipts or proof of payment are to be submitted to the CEO's Office.

Childcare expenses will be reimbursed without receipts. Parking expenses will be reimbursed based on parking receipts. Board members may be reimbursed for other expenses, such as mileage, bus or taxi transportation if the circumstances warrant. Eligibility should be clarified in advance through the CEO's office.

Practices for Travel Expenses

All travel expenses practices are to follow the COTG. Some of the specific parameters applicable to Trustees are identified below.

Trustees must submit a Travel Authorization/Claim Form to the Library Board Assistant to obtain Board approval before committing to any travel expenses.

Trustees may request travel advances where approved services and products are not prepaid (e.g. the costs of daily per diems, transportation). Travel advances will not be processed for amounts under specified thresholds.

Trustee travel expenses may be subject to allowed per day amounts (per diems) as follows:

- For travel of less than 24 hours in duration, a per diem will not apply for expenses, but the expenses can be claimed on an Expense Claim form with associated receipts.

- For travel longer than 24 hours in duration, a per diem will apply for daily expenses, including meals, gratuities and incidental expenses, upon completion of a Travel Authorization Claim form and receipts will not be required.

When travelling, Trustees may be reimbursed for other expenses, such as mileage, bus, or taxi transportation.

Trustees must render an account of expenses incurred and refund any unused balance of a travel advance. Under normal circumstances, such accounts (and any other expenses incurred) shall be filed with the CEO's Office within 10 working days after return to the City. The completed original Travel Authorization/Claim Form shall be sent with all receipts and backup documentation to the CEO's Office for processing.

Any trustee who has an outstanding travel claim that is not submitted to the CEO's Office within 30 days of the date of return from travel will not be allowed any further advances for travel until the outstanding advance has been settled.

Request for reimbursement of expenses claims must be submitted by the last day of December in the calendar year to which the claims apply. The Board reserves the right to deny any claims filed in a different year. Requests for exemptions must be brought to the Board for approval.

Effective Date:	Last Review Date:
------------------------	--------------------------