



## **TRAVEL AND EXPENSE CLAIM POLICY**

### **POLICY**

IslandLink reimburses reasonable costs of travel, accommodation and meal costs incurred by Directors, Coordinator, staff members or member library staff and volunteers in connection with meetings, training events and other activities associated with our programs. We also reimburse reasonable communication and incidental costs related to board and LDAG duties. Events and activities for which reimbursement will be paid must be included within an approved annual budget or else be approved in advance by the Secretary/Treasurer or by the Coordinator.

### **RULES**

1. Maximum amounts for travel, meals and accommodation will be at the rates paid by the Public Library Services Branch or as determined by the Board. The current rates are attached to this policy.
2. Air travel reimbursement will be the lesser of actual costs or economy class travel booked promptly following the time the commitment to travel becomes known.
3. Mileage rates for vehicle use include all vehicle costs such as gas, maintenance and insurance. Mileage rates will not exceed the cost of economy class airfare, where available.
4. Carpooling is encouraged where feasible.
5. Reimbursement for travel between member libraries' communities will be based on the attached IslandLink Mileage Chart.
6. Individuals using their own vehicles for IslandLink business are responsible for carrying adequate insurance coverage for such usage. IslandLink makes no commitment to place or maintain insurance coverage for such usage.
7. Receipts are required for ferry charges, road and bridge tolls, inter-city bus, taxi, parking, and train and plane fares.

IslandLink Library Federation 4153 Hawkes Avenue Victoria BC V8Z 3Y9 250-383-9409

[kanderson@islandlink.bclibrary.ca](mailto:kanderson@islandlink.bclibrary.ca)

Adopted on May 31, 2010

8. Accommodation rates will be reimbursed at no more than the maximum stipulated rates; receipts are required.

9. Meals will be reimbursed at no more than the maximum stipulated rates; receipts are required.

10. While actively travelling, only necessary meals will be reimbursed. Breakfast on the day of departure will not be reimbursed. Dinner on the day of return, will not be reimbursed unless distance travelled prevents return home by 7:00 pm. (must be approved by the Coordinator and/or Secretary/Treasurer)

11. Billeting with family and friends is encouraged and will be reimbursed at a rate of \$60.00/night's stay, inclusive of accommodation and meals. If billeting, meals required while actively travelling will be paid at the stipulated rates.

12. Other expenses or circumstances not specifically covered by this Policy will be reimbursed at the discretion of the Coordinator and/or Secretary Treasurer. Pre-approval is required.

## Reimbursement Rates

### Accommodation:

High-Season \$130.00

Low-Season \$95.00

### Mileage:

\$.50/km

### IslandLink Mileage Chart (One-way distances)

Alert Bay – Victoria	462 km
Alert Bay – Powell River	234 km
Alert Bay – Ganges, Salt Spring Island	434 km
Powell River – Victoria	201 km
Powell River – Ganges, Salt Spring Island	171 km
Ganges, Salt Spring Island – Victoria	45 km

### Meal/Per Diem Allowances

Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$
47.00	N/A	11.50	13.25	22.25	24.75	35.50	33.75

IslandLink Library Federation 4153 Hawkes Avenue Victoria BC V8Z 3Y9 250-383-9409

[kanderson@islandlink.bclibrary.ca](mailto:kanderson@islandlink.bclibrary.ca)

Adopted on May 31, 2010