

Travel Policy

2017-2021

As of February 21, 2017.

Preamble

This policy is linked to the ABQLA's Strategic Plan (2017-2021), specifically to **Goal IV - To Strengthen Ties with National, Provincial and Local Library Associations and Other Related Organizations:**

- Through representation at relevant meetings or conferences, by the President, and/or other members as designated by the Board.
- Through representation on relevant provincial committees.
- Through representation on The Partnership committee and its sub-committees.

Any overnight travel that is taken by the President and Vice President (or their designate) in order to represent ABQLA at a national or provincial event is bound by this policy.

The purpose of this policy is to:

- a. Establish procedures for those who incur and/or approve travel and other allowable expenses;
- b. Outline the procedures for the reporting and documenting of allowable expenses.

General

1. Travel and other allowable expenses shall only be reimbursed upon the submission of a properly completed and approved **Expense Report**. The **Expense Report** must be accompanied by original vouchers and invoices and should be submitted to the ABQLA Treasurer within ten working days following the completion of a trip.
2. If expenses which are of a personal nature are included, they must be clearly shown as reductions on the Expense Report.
3. The Expense Report must be a comprehensive report. As such,
 - a. the expenses to be reported include transportation costs, hotel bills, meals and other items that relate to the trip;
 - b. the dates and purpose of the trip;
 - c. the specific nature of all expenses must be identified. Amounts not clearly identified on an Expense Report shall not be reimbursed.
4. When making travel arrangements, items such as cost, time spent travelling and convenience should be considered in order to promote the most efficient use of all

resources.

5. Claims for air and rail fares must be supported by the passenger's copy of the ticket. Credit card sales slips may be used to support claims for gas for car rentals. Original paid receipts or vouchers are required for all other expenses being claimed except for mileage claims, parking meters and gratuities paid in cash.

Transportation Expenses

- You may claim the cost of air travel, provided that you obtain the lowest fare possible and that the cost does not exceed the equivalent of full economy fare.
- Subsistence costs may be claimed for the additional days a traveler may be required to stay in order to take advantage of a lower fare, provided that the total cost of the fare and subsistence is less than the cost of a full economy fare.
- Flight cancellation insurance is an allowable expense.
- Rental or mileage costs are allowed only if the use of a car is essential. The mileage reimbursement rate currently in effect **\$ 0.53/km**. This rate shall be reviewed and may be adjusted from time to time.
- Taxis or shuttle bus service to and from the airport or train station are covered.
- Parking expenses shall be allowable expenses. A receipt shall be required for lot parking but not for metered parking.

Accommodation Expenses

- Reimbursement for hotels, motels and other lodging shall be limited to reasonable amounts in the particular circumstances and normally shall not exceed the single occupancy rate (e.g., Booking at the Conference hotel is acceptable).
- When a member stays with relatives or friends, the relevant dates should be indicated on the Expense Report.
- No room service fees will be covered.
- Internet charges will be covered.

Meal Expenses

- Expenses for meals while travelling will be reimbursed by either of the following methods:
 - claiming a per diem allowance - no receipts required; or
 - listing actual costs on the Expense Report, including gratuities and taxes. Credit card sales slips or restaurant bill stubs must be used to support all such claims for meals.
- For a given trip, a member may opt to claim meal reimbursement either on a per diem basis or on an actual expense basis but no combination of the methods is allowable.
- The following per diem rates apply: Breakfast: \$15; Lunch: \$25; Dinner: \$40. These rates shall be reviewed and may be adjusted from time to time.
- These costs may be applied only to time spent away from your home.
- You may claim subsistence only when overnight accommodation is required.
- Alcohol beverages will not be covered.

Other Expenses

You may claim the cost of childcare or babysitting expenses while a nursing mother or single parent is travelling. The allowable cost for a single parent is limited to overnight childcare costs incurred while travelling and must fall within the annual projected budget for Conferences.