



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: December 14, 2016

Re: Expense reimbursement policy

The Expenses Reimbursement Policy was last reviewed in 2011 and has been reviewed by staff, who have identified one area that the Board may wish to revise.

The maximum level of per-diem meal expenses allowed for Library staff while travelling for training or conference purposes has remained the same for many years. The rate is considerably lower than our comparator libraries as well as the rate for Town of Newmarket staff. It is therefore recommended that the Library raise its maximum rates to match that of the Town.

A draft policy with this recommended change, as well as a few other changes made for clarification purposes, is attached.

The following motion is recommended:

THAT the Library Board approve a revision to the Expenses Reimbursement Policy effective January 1, 2017 to adjust the maximum meal expense allowances to consistently match that of Town of Newmarket staff.