



## DRAFT FOR REVIEW EXPENSE REIMBURSEMENT POLICY

Expenses incurred by an employee in the course of conducting Library business as assigned or approved by the Library may be claimed. The claim may take the form of a reimbursement for monies paid from the employee's own funds, or a record of payment from the employee's corporate credit card. All claims require the approval of the CEO or designate and must be accompanied by itemized receipts. Claims may be made in advance of receipt of services only when advance payment is required. When travelling, an effort must be made to find the most cost-effective combination of arrangements.

### Allowable expenses:

- ~~Registration~~ /tuition fees and course materials for training or conferences
- Tuition and other fees for formal educational courses
  - In the case of formal educational courses, The Library reserves the right to withhold reimbursement will be made upon prior to submission of proof of successful completion, and to offer partial reimbursement as budgets allow.
- Travel between Library, home, destinations, and terminals
  - If by personal automobile, will be reimbursed at the current approved Town of Newmarket rate for the number of kilometers traveled in excess of normal round-trip travel from home to work
  - If by public transit, the fare may be claimed if a receipt is available
  - If by air, rail or coach, must be economy class or equivalent
  - Taxi or rental car may only be claimed where it was the most viable alternative
  - Rental car must be compact unless shared by multiple travelers
- Parking fees
  - When necessary in order to travel to a destination by automobile
- Accommodation
  - May only be claimed where daily travel from home is not reasonable
  - Must be at reasonable standard room rate
  - ~~May be claimed in advance if advance payment is made~~
- Meals
  - A meal may be claimed where buying a meal is the most viable alternative because of the distance travelled, the length of stay, and the facilities provided
  - Meals may be claimed up to the following current approved Town of Newmarket maximums:
    - ~~\$10 for breakfast~~
    - ~~\$15 for lunch~~
    - ~~\$25 for dinner~~
    - ~~\$50 for all three combined~~

- Any meal included in registration or accommodation may not be claimed
- Alcoholic beverages may not be claimed
- Meals for the express purpose of conducting business may be excepted from the foregoing restrictions in exceptional cases