



## Taber Public Library Policy Manual

### Board Policy: Honoraria

#### PURPOSE:

Establish guidelines regarding payment of expenses, reimbursements and use of honoraria by board members.

#### POLICY:

No honoraria shall be paid to trustees. All authorized library related expense shall be paid by the library or the trustees shall be reimbursed upon submission of receipts.

#### GUIDELINES:

1. Conference and course fees will be paid by the library with prior board approval.
2. Accommodation and meal receipts paid for while on library business can be submitted to the treasurer and the trustee will be reimbursed.
3. A trustee traveling on behalf of the library can submit either gas receipts or a mileage claim, but not both, for reimbursement.
4. Spouses and other persons accompanying a trustee on library business will do so at their own expense.

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