



Taber Public Library Policy Manual

Finance Policy: Expenses

PURPOSE:

Finance Policy and Procedures for the Taber Public Library.

POLICY:

Board and staff members shall be reimbursed for pre-approved expenses which are incurred as a result of attendance at workshops, conferences, meetings, courses and other events.

GUIDELINES:

1. Pre-approval must be obtained from the Board for expenses within budgeted amount.
 - a) Board shall require a passing grade to cover course expenses
 - b) Board may cover all or part of expenses at its discretion
 - c) Board may budget additional funding from another source if majority of Board is in favor
2. Mileage and receipt claims shall be submitted to the Library Manager for reimbursement, see attached claim form.
 - a) The Board shall set a rate at which mileage shall be reimbursed
 - b) Fees shall be reimbursed through receipts
 - c) Where no receipt is available the Board shall set amount for meals etc.
3. Board must be informed of expenses during financial report at monthly meetings.
4. Board members will be reimbursed as per Town of Taber rates.

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GUIDELINES.....continued

5. Budgeted amounts previously included ALTA Conference (Jasper) – 1 delegate, CARLS training, Annual General Meeting, strategic planning, and trustee training.

Date of Approval:	February 1, 2000
Date Reviewed/Revised:	November 9, 2004 October 11, 2005 June 10, 2008 May 11, 2010 May 14, 2013 October 13, 2015