



Taber Public Library Policy Manual

Personnel Policy: Travel & Expense Reimbursement

PURPOSE:

Personnel Policy and Procedures for the Taber Public Library.

POLICY:

1. The Library Board will reimburse employees for expenses incurred while conducting authorized library business.
2. Travel expenses paid to employees will be established at the same rate as travel expenses paid by the Town of Taber.
3. Meal expenses paid to employees will be established at the same rate as meal expenses paid by the Town of Taber.

GUIDELINES:

1. An employee will submit travel and expense vouchers as well as receipts to the Library Manager for approval and reimbursement.
2. The Board will review travel expense rates during the budget process.
3. The Library Manager may direct Library Board to review policy if abuse becomes evident.

Date of Approval: January 2, 2001

Date Reviewed/Revised: November 9, 2004
September 9, 2008
October 12, 2010
June 11, 2013
October 13, 2015