



Board Honorarium

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, to a maximum of the current Alberta Government rate, 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, at the current Alberta Government rate, but not both, for reimbursement.
4. Spouses and other persons accompanying a trustee on library business will do so at their own expense.

Date of Approval: December 5, 1995

Date Reviewed/Revised: October 12, 2004
October 11, 2005
May 13, 2008
May 11, 2010
April 9, 2013
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September 12, 2017
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September 12, 2024