



# Travel & Expense Reimbursement

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**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 as per Government of Alberta 2021 Travel, Meal and Hospitality Expenses Policy.
3. Meal expenses paid to employees will be established at the same rate as meal expenses as per Government of Alberta 2021 Travel, Meal and Hospitality Expenses Policy. (Attached)

**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  
September 10, 2019  
October 14, 2021  
September 12, 2024