



# Board Honorarium

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**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  
September 8, 2015  
September 12, 2017  
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