

LONDON PUBLIC LIBRARY POLICY

Title of Policy: Travel and Business Expenses

Policy Type: Board Operational Linkage

Policy No: OR-T-01

Effective Date: February 23, 2017

Review: February, 2021

PURPOSE:

The purpose of this policy is to address the methods and procedures by which the London Public Library Board Board Members and Employees will be governed when attending to business authorized by the London Public Library including, but not limited to, meetings, conferences, conventions and seminars both within the City limits or beyond. It also governs out of town travel. The policy provides for the associated compensation entitlement.

SCOPE:

This policy applies to:

- Library Board Members and
- Employees of the London Public Library.

It is understood that where an active collective bargaining agreement is in place that addresses items covered in this policy that the terms of the collective agreement will be followed.

This policy excludes travel by Board Members and Employees within the City of London using non-library owned (i.e. personal or rented) vehicles which is covered under another policy.

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DEFINITIONS:

“Accommodation” means commercial lodging facilities such as hotels, motels, corporate residences or apartments.

“Authorized” means that prior approval has been received for the activity from the designated approval authority.

“Employee” means a person who is employed by the Library and includes all Employees, including Page and Casual staff.

“Expense Reports” include both the manual forms (e.g. Travel Expense forms) and LPL corporate credit card statements and description of the expenditure paid by the trustee or employee.

“Receipt” means the original document showing the name of the vendor, date, amount and description of the expenditure.

“Travel” or **“Out of Town Travel”** is defined as going beyond the city limits of London, Ontario.

“Board Member” means a person who is appointed as a member of the London Public Library Board.

EXPENSE REVIEW OFFICERS (“ERO”):

In accordance with the requirements of the City of London’s Travel and Business Expense Policy 28(1), the following are appointed as Expense Review Officers for the LPL and shall be responsible for administering this policy within the LPL and for addressing any justifiable exceptions and for auditing and processing all expense statements in accordance with this policy, while maintaining the right to request

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additional explanations, documentation or justification of any or all of the expense statements:

- Chief Executive Officer & Chief Librarian (“CEO”),
- Director, Financial Services, and
- Manager, Human Resources.

APPEALS:

The Library Board shall appoint an ad hoc Appeal Committee for the purpose of dealing with disputes between Board Members and the Expense Review Officer. The Appeal Committee shall be comprised of the:

- Chair of the LPL Board,
- Vice Chair of the LPL Board,
- Chief Executive Officer & Chief Librarian, and
- Director, Financial Services.

Decisions of the Appeal Committee shall be final.

RELEASE OF EXPENSE INFORMATION:

The LPL will submit an annual statement of expenses, incurred by Board Members and Senior Administration, to the City Treasurer for submission to Council, under the requirements of the *Municipal Act, 2001*.

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POLICY STATEMENT:

It is the policy of the London Public Library (LPL) to reimburse Library Board Members and Library Employees (“Employees”) for expenses incurred while conducting authorized business on behalf of the LPL; the LPL may partially or wholly reimburse Board Members and Employees for expenses incurred while attending approved conventions, conferences, seminars and workshops, meetings, etc., based on existing financial resources.

1. Travel & Business Expense Budgets

- 1.1 Prior to the finalization of the annual budget, the CEO shall be required to submit an annual estimate of business expense and out-of-town travel costs prepared on the basis of this policy to the Director, Financial Services as part of the regular budgeting process.
- 1.2 Separate travel and expense budgets shall be set for Board Members and Employees annually.
- 1.3 Board Members and Employees incurring expenses, while conducting business on behalf of the LPL, may be held responsible for expenditures in excess of the appropriate budget and/or approved expenditure amount. Such expenses will be reviewed and appropriate authorization given before such expenses are reimbursed.

2. Authorized Travel and Expenses

- 2.1 Board Members will be entitled to receive reimbursement for travel and expenses while attending the following being subject to prior approval and available funds:
 - 2.1.1 Conferences of associations of which the LPL is a member;

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- 2.1.2 Annual conferences or board meetings of any organization on which the Trustee sits as a director/committee member representing the LPL and where the LPL is entitled to voting delegate status because of its membership;
 - 2.1.3 Out-of-town business as a representative of the London Public Library Board provided that prior approval has been given.
 - 2.1.4 The number of conferences that a Trustee may attend is limited to the annual budget and all Board Members within their term will be given equal opportunity to attend.
- 2.2 Employees will be entitled to reimbursement for expenses while attending the following when prior approval has been granted and being subject to available funds:
- 2.2.1 Annual conferences of relevant associations of which an Employee or the LPL is a member;
 - 2.2.2 Board/Executive/Committee meetings of associations referred to in 2.2.1 above, provided that an Employee sits as a director/committee member;
 - 2.2.3 Out-of-town meetings to meet with peers to discuss best practices;
 - 2.2.4 Out-of-town training courses provided that such training is of benefit to the staff member's position or necessary to licensing/designations and that prior approval has been given; or
 - 2.2.5 Meetings with provincial or federal officials, officials of other libraries, workshops, conventions, conferences, seminars, or any other library-

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related events, functions or meetings, provided that prior approval is received and subject to funds being available in the current budget.

3. Meal Allowances and Alcohol

3.1 Meal expenses will be reimbursed, providing prior approval has been given by the appropriate Manager/Director and receipts are provided in support of the expenditure.

3.2 The maximum daily meal expenses that will be reimbursed are:

- \$10 (Canadian) for breakfast,
- \$20 (Canadian) for lunch and,
- \$30 (Canadian) for dinner.

3.3 Expenditures for alcoholic beverages will not be reimbursed.

4. Travel Allowances

4.1 Mode of Transportation

Board Members and Employees may choose their own method of transportation on the understanding that reimbursement will be based on the most direct route, the most economical and most practical method being used as approved by the Director, Financial Services.

4.2 Air Transportation:

4.2.1 Economy class airfare is to be used. The costs of an additional night(s) accommodation will be reimbursed if it is required to take advantage of a discount airfare, or as a result of an unscheduled layover (such as equipment or emergency weather delays) and provided that the cost of the extra

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accommodation is not greater than the savings realized from the discounted airfare.

4.2.2 Employees may choose to upgrade to business/first-class travel by paying the difference between economy and business/first class. The difference will be payable to LPL when the ticket is booked.

4.3 Rail Transportation:

4.3.1. Board Members and Employees will be reimbursed for economy rail transportation costs.

4.3.2 Board Members and Employees may choose to upgrade to business/first-class travel by paying the difference between economy and business/first class. The difference will be payable to LPL when the ticket is booked.

4.4 Private Vehicles:

Private vehicles may be used by Board Members and Employees for out-of-town transportation when it is the most economical and practical method of travel. The mileage rate is the approved rate of the LPL Board.

4.4.1 A Trustee or Employee may use his or her personal vehicle to travel when conducting LPL business at his or her own risk and is responsible for advising his or her insurance provider of this use.

4.4.2 In order to claim reimbursement for mileage costs, a Trustee or Employee is responsible for ensuring that his or her vehicle is:

- (a) insured, maintaining a minimum of \$1,000,000 automobile liability and statutory accident benefits insurance coverage as required under the Ontario Insurance Act.

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4.4.3 In the event of an accident while travelling to conduct LPL business the Trustee or Employee will promptly provide a report to the immediate supervisor (or the CEO in the case of the Trustee) and the driver's insurance representative. In case of accident, the first claim will be against the automobile insurance of the driver of the vehicle.

4.4.4 If Board Members or Employees elect to use private vehicles and it is not approved as the most economical and direct method of transportation, reimbursement will only be up to the cost for the most direct and economical method of transportation as determined by the Director, Financial Services.

4.5 Rental Vehicles:

4.5.1 Rental vehicles may be used by Board Members and Employees where it is demonstrated that this method of transportation is more cost effective than the use of taxis, limousines, etc. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.

4.5.2 The rental contract must be registered under the name "London Public Library".

4.5.3 Board Members/Employees who rent vehicles in their own name become contractually responsible for meeting the terms of the contract, including any loss or damage to the vehicle.

4.6 Parking Expenses

4.6.1 Board Members and Employees will be reimbursed for the cost of parking their motor vehicle at a transportation terminal while they are out-of-town on business, subject to the submission of appropriate receipts and provided that the cost of the parking does not exceed the cost of ground transportation from

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their home or place of business to the transportation terminal. Loss or damage to the vehicle, while parked, shall not be the responsibility of the LPL.

4.6.2 Board Members and Employees will be reimbursed for the cost of parking their motor vehicle overnight while they are out-of-town on business, subject to the submission of appropriate receipts. Loss or damage to the vehicle, while parked, shall not be the responsibility of the LPL

4.6.3 Board Members and Employees will be reimbursed for parking while on authorized LPL business within the City limits, subject to the submission of the appropriate receipts.

4.7 Taxis/Limos/Buses:

Board Members and Employees will be reimbursed for the actual costs of taxicabs, airport limousines or buses (or equivalents) for transportation between the individual's home or workplace and the designated transportation terminal as well as between the transportation terminal and the hotel or other destination point. Reimbursement will also be made for actual and reasonable costs incurred for such vehicles on approved LPL business whether within the City of London or at an approved location.

4.8 Board Members or Employees who wish to combine a business trip with personal travel may do so provided that they assume all additional expenses not related to the business travel.

4.9 Out of Town Mileage:

4.9.1 The mileage rate is the approved rate of the London Public Library.

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4.9.2 When more than one Trustee and/or Employee is travelling in the same motor vehicle, only the owner of the said vehicle is entitled to reimbursement for mileage expenses as provided by this policy.

4.9.3 Toll roads: Charges for toll roads, such as the 407 ETR, are a reimbursable expense provided this is the most direct route and that receipt/proof of payment is provided.

4.10 Accommodation

4.10.1 The name "London Public Library" shall appear on all hotel (room) registrations and in each case available government, corporate or conference rates should be requested.

4.10.2 If a conference rate is available at the specific hotel(s) and a Trustee or Employee chooses accommodation at another hotel, instead of a hotel where conference rates apply, accommodation expenses will be reimbursed only to an amount that is equal or less than the conference rate.

4.10.3 If a Trustee or Employee chooses to stay overnight with friends or relatives while on business related to the LPL instead of at a hotel, accommodation expenses will not be reimbursed.

4.10.4 Incidental room charges for services that are required for business (e.g. telephone, Internet) are part of accommodation expenses. Other incidental room costs (e.g. mini-bar, movies) are not considered part of accommodation expenses and will not be reimbursed.

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4.11 Telephone Calls

Board Members and Employees will be reimbursed for all telephone calls (local or long distance) that are directly related to LPL business, subject to the submission of appropriate receipts.

4.12 Spousal Expenses

Board Members and Employees shall be responsible for all additional expenses incurred as a result of a spouse or companion travelling with them, save and except the cost of accommodation as referred to in section 4.10 above if the per room rate is a flat rate (i.e. not a per person rate).

5. Registration Fees

5.1 Registration fees for authorized attendance at a convention, conference, seminar, workshop or annual meeting may be reimbursed partially or in full by the Library upon submission of a registration form/invoice from the appropriate organization or receipt of payment.

5.2 The maximum Library contribution for registration fees for conventions and related events will not exceed the preferred rate for members of the organization sponsoring the event unless the Trustee or Employee is required by the LPL to attend.

6. Hosting

6.1 On occasions when it is necessary for a Trustee or an Employee to host or entertain people while on business relating to the affairs of the LPL, such hosting shall not be extended to any individual, spouse or companion unless that person is attending in an official or business related capacity. In such

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cases, all expenses must be accompanied by receipts plus a written explanation setting out the following:

- (a) reason for the hosting and the particular circumstances;
- (b) names and the positions held (if applicable) of the person(s) hosted; and
- (c) location at which the hosting took place.

7. Business Events /Public Functions

7.1 Expenses associated with events such as committee meetings, award banquets or business related events where the purchase of a ticket and/or meal is required will be reimbursed when such an expense is considered to have a direct relationship to library business or interests. Such expenses must be approved in advance of tickets being purchased.

7.2 Expenses incurred at or for political fundraising events where Board Members and Employees have been requested to attend are not reimbursable.

8. Meals in Town (Officials/Staff in Attendance and Working Meetings)

8.1 Refreshments and/or meals may be provided to Board Members or Employees required to work through breaks and/or over meal hours on occasions of a formal nature where the dispersal of participants during the work session is not desirable (e.g. training workshops).

8.2 Managerial discretion and due regard for economy will be used to identify and approve such occasions.

9. Expense and Travel Cash Advances

9.1 The amount of a cash advance for approved travel is to be calculated based on the estimated expenses associated with each individual instance and approved by the immediate Manager/Director and the Director, Financial Services.

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9.2 Cash advance requests must be made to the Director, Financial Services at least two weeks prior to departure.

9.3 No cash advances will be provided for amounts less than \$100.00 (Canadian).

10. Travel and Expense Statements

10.1 Board Members and Employees are responsible for filing a *Travel and Expense Claim* form with the Director, Financial Services within ten days of their return from an **out-of-town event or from the date of a business expense incurred** in order to claim expenses from an event covered by this policy.

10.2 Original itemized receipts for all expenses must be filed with the *Travel and Expense Claim* form before the claim is processed. LPL is eligible for a rebate on a portion of HST paid. The person submitting the travel claim is responsible for identifying on the form the amount of HST paid.

10.3 Board Members and Employees claiming mileage expenses, will complete an *Incidental Mileage Allowance Claim* form detailing the date, destination and distances of their travels.

10.4 Any funds owed to the LPL as a result of cash advances shall be submitted to the Director, Financial Services with the *Travel and Expense Claim*. Any funds owing to LPL beyond a 30-day period from the date of return from an event will be billed directly to the Trustee or deducted from the Employee's next pay.

10.5 Payment for expenses will be made in Canadian dollars. Foreign currency will be compensated in Canadian dollars, using the Bank of Canada exchange rate unless a credit card statement is attached.

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11. Accountability

11.1 Authorization of Expenses

Travel and expense claims are approved in the following manner:

- Employee expense claims: approved by the immediate Director/Manager or designate;
- Manager expense claims: approved by the immediate Director or designate;
- Director expense claims: approved by the CEO;
- CEO expense claims: approved by the Board Chair or Vice Chair;
- Trustee expense claims: approved by the Board Chair or Vice Chair;
- Board Vice Chair expense claims: approved by the CEO or Director Financial Services;
- Board Chair expense claims: approved by the CEO or Director, Financial Services.

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BACKGROUND:

This policy is prepared in compliance with the requirements of the City of London's Travel & Business Expenses Policy 28(1) as amended December 8, 2015. Specifically the City policy directs "that policies be established with respect to travel and expenses for elected and appointed officials, as set out in Appendix 28(1A); and that the following local boards and commissions also be directed to adopt the said policies to direct the expenditure of funds for any and all expenses covered by this policy, subject to the limitations of the annual budgets of the governing bodies listed below.

The policy specifically names:

- Members of the City Council
- Members of the governing bodies of the locals Boards and Commissions, namely:
 - London Transit Commission
 - London Convention Centre Corporation
 - London Police Services Board
 - London Public Library Board, and
- Members of the Senior Administration of the City of London and of the local Boards and Commissions.

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INQUIRIES:

Director, Financial Services

Chief Executive Officer & Chief Librarian

KEYWORDS:

RELATED DOCUMENTS:

Travel by Employees within the City of London, Using Non-Library Vehicles (March 18, 2013)

DOCUMENT CONTROL:

Replaces: Travel and Convention Policy (L94/101.3, L95/93, L01/34.2)

Revised: June 23, 2011 (L11/49.1)

Revised: February 21, 2013 (L13/10.1)

Revised: February 23, 2017 (L17/09.1)