

## Reimbursement for Expenses Policy

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<i>Topic</i>	Finance
<i>Authority</i>	Board
<i>Related Documents</i>	

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The Regional Municipality of Wood Buffalo Library Board reimburses Wood Buffalo Regional Library (WBRL) employees and Board members for reasonable expenses incurred while conducting library business.

Approval to incur expenses while conducting library business must be obtained prior to departure from one of the following:

- Board Chair for Board members and Director.
- Director for WBRL employees.

Once approved, the attending Board member, Director, or employee makes all travel arrangements (including but not limited to registration, transportation, and accommodation).

Board members and employees may request a travel advance if necessary, by completing a Cheque Request Form. Upon return, all essential documentation including a completed Board and Staff Reimbursement Form must be provided to substantiate their claim. Any unused funds must be returned to WBRL.

Reimbursement rates and expenses will be detailed in the Administrative Reimbursement Guidelines.

- Air travel – at economy rates by the most direct route. Submission of receipts required.
- Automobile travel, other ground transportation, meals and accommodation will be reimbursed at the current rate established by the Government of Alberta for its employees. Submission of receipts required.

Changes to the Administrative Reimbursement Guidelines will be shared with the Board.

### **History**

*Created: February 18, 2015.*

*Revised: April 21, 2021.*