

RED DEER LIBRARY BOARD
POLICY MANUAL

SUBJECT:
TRAVEL, ACCOMMODATION
AND SUBSISTENCE

SECTION	7.29
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DATE	May 2002
UPDATED	February 2007
UPDATED	September 2009
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01 Employees and Board members who are authorized to use their personal vehicle for Library business shall be reimbursed at the current Employer requested rate for Alberta, as published by the Treasury Board of Canada.

<http://www.njc-cnm.gc.ca/directive/index.php?sid=97&svid=1&lang=eng>

.02 Employees and Board members will be reimbursed for reasonable meal and accommodation expenses incurred on authorized Library business, upon production of satisfactory receipts.

.03 Where receipts are not available, Employees and Board members will be reimbursed for meals and incidental expenses at the current Employer requested rate for Alberta, as published by the Treasury Board of Canada.

<http://www.njc-cnm.gc.ca/directive/index.php?sid=98&lang=eng>

For travel in the U.S. the rates paid are the same as the Canada rates, but in U.S. dollars.

.04 A new librarian may be paid a one time fee to assist in offsetting moving expenses up to a maximum of \$1,500.00.

.05 Candidates being interviewed for librarian positions who live more than 40 km. from Red Deer may claim kilometreage as above.