Reset

the alberta library

The Alberta Library
#700, 10707 - 100 Avenue NW
Edmonton, AB T5J 3M1
Tel: 780.414.0805
www.thealbertalibrary.ab.ca

REIMBURSEMENT FOR EXPENSES

MILEAGE: _____ KMS @ 0.505 CENTS/KM $ 0.00

MEALS:

Breakfast	$	Y ☐	N ☐			
Lunch	$	Y ☐	N ☐			
Dinner	$	Y ☐	N ☐	TOTALS	$	0.00

OTHER:

Accommodations	$	Y ☐	N ☐			
Airfare	$	Y ☐	N ☐			
Incidentals	$	Y ☐	N ☐			
Parking	$	Y ☐	N ☐			
Transportation	$	Y ☐	N ☐			
Other	$	Y ☐	N ☐	TOTALS	$	0.00

TOTAL CLAIMED $ **0.00**

I, _____ certify that the above expenses were incurred for my attendance at the
(your name)

_____ meeting on _____.
(meeting description) (date)

Please choose one:

Make cheque payable to Library:

Library: _____
Address: _____
City/Town: _____ Postal code: _____

Make cheque payable to Self:

Name: _____
Address: _____
City/Town: _____ Postal code: _____

Signature _____ Date: _____

INSTRUCTIONS:

*Please attach **all** receipts. Un-receipted expenses will be reimbursed at the following rates:*

Breakfast $10.00
Lunch $12.00
Dinner $23.00
Incidentals ..... $ 8.00
Private Accommodations $20.00

Please submit expense claims immediately following each meeting to The Alberta Library office at the address noted above. Thank you.

Revised: 15 Aug 2016

REIMBURSEMENT OF EXPENSES GUIDELINES

The following expenses are eligible for reimbursement:

1. Expense Claims

1.1. Expense claim forms, accompanied by all necessary receipts and/or documentation, normally will be completed and submitted to the Chief Executive Officer within one month of the meeting, function or event for which the expenses are being claimed.

2. Hosting

2.1. Approved hosting expenses will be reimbursed. Receipts are required. All hosting expense receipts shall state the name and company/institution of the individual hosted.

3. Incidentals

3.1. $8.00/day

3.2. Employees and committee members may claim an incidental allowance of $8.00 for every 24 hour period of travel away from home. Incidental expenses include, telephone calls home, coin laundry, public transit, dry cleaning, and meter parking. No receipts are required for this allowance. The incidental allowance will be reimbursed in Canadian funds only.

4. Meal Allowance (un-receipted)

- $10.00 Breakfast
- $12.00 Lunch
- $23.00 Dinner

4.1. Meal allowances will not be reimbursed when included with airfare, train fare or when included in registration/conference fees. Alcoholic beverages will not be reimbursed.

5. Private Accommodations

5.1. $20.00/night

5.2. When an individual chooses to stay with friends or relatives, the individual will be reimbursed for each night. This allowance is intended to allow for suitable recognition for the host. No receipt is required.

6. Transportation

6.1. Individuals will use the most cost effective mode of transportation. Actual costs incurred shall be reimbursed for airfare, bus fare, car rental, taxis and train fare. Receipts are required.

6.2. Mileage will be reimbursed at the Provincial Government rate.

6.3. Reimbursement for the use of private automobiles while on The Alberta Library business is based upon the number of kilometres driven or estimated map mileage, and will normally be limited to 300 kilometre round trip from the meeting location.

6.4. Individuals will be reimbursed for parking expenses with submission of receipts.

Approved by: Executive Committee
Approved on: June 14, 2013