

Intent

The Alberta Library (TAL) is accountable for the prudent and effective stewardship of funds. All reimbursed expenses must be appropriate to the purpose of TAL.

Policy

1. TAL reimburses pre-approved expenses incurred while engaged in TAL business. -
2. Reimbursement rates for travel are reviewed annually.
3. Expenses are to be claimed from one source only.
4. Renting a car for travel related to TAL business is optional but not required. Employees renting a car must have the car booked by TAL.
5. This policy must be read and applied in conjunction with the Travel Reimbursement Rates.

Attachment: Travel Reimbursement Rates

RELATED DOCUMENTS

- *Reimbursement of Expenses Claim form*
- *Finance Procedures*

Approval date: 2023-09-22

TRAVEL REIMBURSEMENT RATES

This must be read and applied in conjunction with the Reimbursement for Expenses Policy

Reimbursable Expense	Expense Details	Allowance without Receipt	Reimbursement with Receipt
Air fare	<ul style="list-style-type: none"> Itemized ticket receipt required. Baggage fees for one checked bag unless pre-approved for additional bags. May secure advanced seat selection. 	N/A	Actual fares, baggage fee and seat selection fee paid.
Accommodations	<ul style="list-style-type: none"> Limited to a standard single occupancy rate in a business class hotel or whatever class of available accommodation is the most reasonable or most efficient. 	\$20 per day for private lodging	Actual expense, itemized receipt required.
Private vehicle	<ul style="list-style-type: none"> Mileage 	\$.525 per kilometer	N/A
Vehicle rental	<ul style="list-style-type: none"> Limited size to justifiable need. 	N/A	Actual cost of rental fees, km charges, fuel charges, and insurance coverage.
Parking & transportation	<ul style="list-style-type: none"> E.g., public transit, taxi, ride share service, train, metered parking. 	N/A	Actual cost of parking/fare paid plus gratuity of up to 20% if applicable.
Meals	<ul style="list-style-type: none"> Meal allowances will not be reimbursed when included with transportation (E.g., airfare, train fare) and/or registration/conference fees. 	Breakfast \$ 15 Lunch \$ 20 Dinner \$ 30	Per diem, receipts not required.
Hosting	<ul style="list-style-type: none"> Itemized receipt to include date and purpose of event, company/institution hosted and names of attendees. 	N/A	Actual cost plus gratuity of up to 20%.