



# Woodstock Public Library Policy

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**Policy Name:** Staff Expenses Policy

**Category:** Personnel

**Version:** April 9, 2024

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## POLICY STATEMENT AND RATIONALE

To provide a framework for the payment of mileage for staff using personal vehicles while on Library business, and for reimbursement of meal and accommodation-related expenses while attending authorized events including, but not limited to, conferences, conventions, seminars, training courses, and workshops.

## SCOPE

This policy applies to all current Library employees.

## DEFINITIONS

**Accommodation** refers to paid overnight accommodation at a hotel, motel, or inn.

**Authorized Events** refers to off-site library-related activities that require in-person attendance and have been approved by the employee's supervisor. Types of events include, but are not limited to, conferences, conventions, seminars, training courses, and workshops.

**CEO** refers to the Chief Executive Officer of the Woodstock Public Library.

**Expense Report** refers to the City of Woodstock's Statement of Out-of-Pocket Expenses, which is updated annually.

**Library** refers to the Woodstock Public Library.

**Library Business** refers to approved events or actions undertaken as part of the employee's role at the Library.

**Meal Allowance** refers to the maximum amount to be reimbursed per meal/day.

**Mileage Allowance** refers to the rate per km to be reimbursed.

**Public Transportation Expenses** refers to expenses incurred using public transportation systems, such as airplanes, trains, and buses, to attend authorized events.

**Purchasing Card** refers to Library-issued purchasing cards. Purchasing cards are subject to the terms and conditions outlined in the Agreement to Accept Purchasing Card form signed upon receipt of a purchasing card.

**Receipt** refers to the official customer copy of a transaction listing the date, items, total cost, and method of payment.

**Staff** refers to all current Library employees.

## **POLICY, PROCEDURE, AND IMPLEMENTATION**

### **1.0 Mileage Allowance**

#### **1.1 Authorized Mileage Claims**

Staff may claim mileage costs under the following circumstances:

- a) When using personal vehicles for Library business. Library business includes, but is not limited to, travelling to and from the Library for library programs, outreach, and community meetings.
- b) When using personal vehicles to attend out-of-town events, including, but not limited to, training conferences, conventions, and any other authorized event. In this circumstance, Library employees may claim mileage costs calculated to and from the employee's place of residence to out-of-town events, where commencing the trip at the Library is unfeasible.

#### **1.2 Mileage Reimbursement**

- a) The rate of reimbursement is set by the City of Woodstock through the City of Woodstock's Statement of Out-of-Pocket Expenses form, subject to annual changes at the discretion of the City of Woodstock.
- b) Staff may claim authorized mileage through the Out-of-Pocket Expenses form, with mileage being reported in km and calculated with an online map/distance calculator such as Google Maps.
- c) Staff must claim mileage in a reasonable time, and within the calendar year during which the expenses have been incurred.

### **2.0 Meal Allowance**

- a) Staff may claim meal allowance costs when attending an authorized event.

- b) The maximum reimbursement allowance per meal/day is set by the City of Woodstock through the City of Woodstock's Statement of Out-of-Pocket Expenses form, subject to annual changes at the discretion of the City of Woodstock.
- c) Staff must secure a receipt for incurred expenses to be reimbursed.
- d) Purchasing Cards may or may not work at food vendors. Should a Purchasing Card be used to acquire meals, a receipt is required for Purchasing Card reconciliation.
- e) Staff may claim authorized meal expenses through the Out-of-Pocket Expenses form along with all associated receipts.
- f) Staff must claim meal allowances in a reasonable time, and within the calendar year during which the expenses have been incurred.

### **3.0 Accommodation**

- a) On occasion, the CEO will authorize overnight accommodations to attend multi-day authorized events.
- b) Staff use of a Purchasing Card for pre-authorized accommodations is acceptable, subject to the acquisition of a receipt for said accommodation.
- c) Staff must claim accommodation expenses in a reasonable time, and within the calendar year during which the expenses have been incurred.

### **4.0 Public Transportation Expenses**

- a) On occasion, the CEO will authorize travel via public transportation to attend authorized events.
- b) Staff use of a Purchasing Card for pre-authorized travel via public transportation is acceptable, subject to the acquisition of a receipt for said travel.
- c) Staff must claim travel expenses in a reasonable time, and within the calendar year during which the expenses have been incurred.

### **5.0 Lost Receipts**

- a) A receipt is required for reimbursement and Purchasing Card reconciliation.
- b) Should a receipt be lost, it is up to the individual to contact the vendor/business to make every effort to obtain a copy of that receipt.

- c) Reimbursement of costs without a receipt are at the discretion of the CEO and may not be authorized.
- d) Repeated loss of receipts from Purchasing Card transactions may result in the loss of Purchasing Card privileges at the discretion of the CEO.

## **RELATED DOCUMENTS AND POLICIES**

Agreement to Accept the Purchasing Card Form

City of Woodstock Policy – HR003

## **DOCUMENT REVISION RECORD**

Adoption Date: 09 April 2024  
Review Cycle: Once per Term  
Resolution No.: 24-28