
TITLE: Travel

POLICY: B-2027

COMMITTEE: Finance and Audit

PASSED: May 14, 1997

TOPIC: Board Travel

AMENDED: March 13, 2018

REVIEW PERIOD: As required.

Statement

1. The Edmonton Public Library (EPL) will reimburse Trustees for reasonable travel expenses while traveling on authorized library business.
2. Trustees are responsible for completing the necessary forms and maintaining a record of expenditures while travelling on authorized library business.

Purpose

This policy provides guidelines for Trustees while traveling on authorized library business.

General Guidelines

1. A Trustee travel budget will be established and included in the EPL operating budget.
2. Travel reimbursement will be authorized by the Chief Executive Officer on behalf of the Board for each trip.
3. Expenses will be reimbursed as per the [Travel Expense Guidelines](#) (Trustees Handbook)