

SPARWOOD PUBLIC LIBRARY ASSOCIATION STATEMENT of POLICIES		Page:	1 of 1
Chapter:	FINANCIAL MANAGEMENT	SP No.	C.2
Subject:	Expense Reimbursement	Date Approved:	March 18, 2024
Issued by:	Board Trustees	Subject to Review:	2025
Replaces:	NEW	Dated:	

POLICY

1. Per Section 55 (1) of the BC Library Act, trustees of the **SPLA** board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including childcare expenses, necessarily incurred by them in performing their duties under the Act.
2. The Board, prior to the expense being incurred, must approve requests for reimbursement. For approved expenses, with the exception of per diems, receipts must accompany request for reimbursement.
3. Per Section 55 (2) of the BC Library Act, a library board may not reimburse a trustee for any expense if another body reimburses the trustee for the expenses or pays the expenses.
4. Mileage reimbursement rate is according to the Canada Revenue Agency automobile allowance rate. Updated annually; the rate can be found at:

[Automobile allowance rates - Canada.ca.](#)

Meal/per diem reimbursement when travelling on behalf of the **SPLA** will be in accordance with the British Columbia Treasury Board Orders and Directives. Updated annually, the rates can be found at:

[Meal/Per Diem Allowances](#)

PURPOSE

5. The purpose of this policy is to reimburse volunteers and staff at approved rates, and in accordance with annual budgets.

RESPONSIBILITY

6. The oversight of this expense reimbursement is the responsibility of the Treasurer and the Finance Committee.

PROCEDURES

7. This policy will be reviewed annually.