



## Policy on Meal Allowances and Travel

This policy is intended for LibraryCo employees, staff in the county and district law libraries and members of the CDLPA Library Committee.

Effective March 25, 2011 LibraryCo's meal allowances are:

Breakfast	\$20.00
Lunch	25.00
Dinner	55.00
Misc. food and beverages	10.00

All amounts exclude tax and tips but these costs should be included in the final request for reimbursement. LibraryCo will not pay for alcoholic beverages except for business development.

Travel expenses will be reimbursed as follows:

- air travel at economy rates
- train travel with VIA Rail or equivalent
- comparable accommodations to those provided in the hotels listed below in Toronto
- ground transportation to and from airports/train stations to one's accommodation and/or home
- mileage for travel on LibraryCo business is reimbursed at a rate of \$0.47 per kilometer; this rate is subject to change
- cost of rental cars and fuel
- parking costs

The Law Society of Upper Canada has corporate rates at the Toronto Hilton, Sheraton Hotel Toronto (downtown) and the Metropolitan Hotel Toronto. Please use these hotels when staying in Toronto on LibraryCo business and identify yourself as a member of the Law Society in order to receive the preferential rate.

All applications for reimbursement must include a completed and signed LibraryCo Expense Claim Form and original receipts. The form and receipts are to be sent to LibraryCo's Board General Manager. All expenses must be claimed within one month of incurring the cost or one week after the end of the fiscal year, whichever is earlier.

*Approved by the LibraryCo Board of Directors on March 25, 2011*