



LibraryCo Inc. Expense Reimbursement Policy

The following guidelines relating to the submission of expense claims have been adopted by LibraryCo. They apply to board members, law association library staff, CDLPA Library Committee members and other people incurring expenses on LibraryCo business.

1. All expenses must be substantiated by detailed original receipts. Credit card sales slips alone are not acceptable.
2. All expenses must be claimed within three months of incurring the cost or one week after the end of the fiscal year, whichever is earlier. To facilitate accurate reporting, expense claims should be submitted within a month of the receipt date. Please use the LibraryCo Expense Claim Form, print and sign it and submit with the original receipts to:

Stephanie Bulhoes
Financial Analyst
Law Society of Upper Canada
130 Queen Street West
Toronto, Ontario
M5H 2N6.

3. Mileage for travel on LibraryCo business is reimbursed at a rate of \$0.50 per kilometer.
4. Reasonable per diem meal expenses, supported by original receipts, will be reimbursed to a maximum total of \$140.00 including tax and tips.
5. LibraryCo will not pay for alcoholic beverages except for business development.
6. The Law Society of Upper Canada has corporate rates at the following Toronto hotels situated close to Osgoode Hall. Please use these hotels when staying in Toronto on LibraryCo business and request the Law Society's preferential rate (COLAL may be an exception).

Hilton Toronto – 416-869-3456 or 1-800-445-8667
145 Richmond Street West, Toronto, ON M5H 2L2
www.toronto.hilton.com

Reference, at the time of reservation, Corporate Code N2665147

Sheraton Centre Toronto
123 Queen Street West Toronto, ON M5H 2M9
416-361-1000 or 1-800-325-3535
www.sheratontoronto.com

Reference, at the time of reservation, Corporate Code 320548

Doubletree by Hilton Hotel Toronto
108 Chestnut Street, Toronto, ON M5G 1R3
416- 977-5000 or 1-800-668-6600
www.torontodoubletree.com

Reference, at the time of reservation, Corporate Code 2831932

7. When making travel plans, every effort should be made to book your airline/train reservations as early as possible in order to get the most economical rates.

Approved by the Board of Directors April 2001; updated October 2006; updated September 2014; updated May 12, 2015.