



Canadian Library Association Travel Policy

*Approved by Executive Council June 20, 2003
Amended January 31, 2015*

Background

The Canadian Library Association believes individuals acting in the service of the Association should be fairly reimbursed for direct expenses. At the same time, Executive Council, the Association's governing body, is conscious of the need to exercise effective stewardship of the members' money, and to ensure that funds are never spent unnecessarily.

Application

This policy applies to the following persons for travel under the following circumstances:

1. Council members for attendance at Council meetings or in connection with CLA assignments for which travel expense reimbursement has been approved by Council.
2. Other CLA members and non-members in CLA's service in connection with CLA assignments for which travel expense reimbursement is approved by Council or the Executive Director as applicable.
3. Staff travelling to an activity identified in the annual budget, or approved by the Executive Director.

Eligible Expenses

Expenses for which reimbursement is permitted are described below. Expenses incurred while travelling on Association business, but which are not travel expenses, are not covered by this policy (e.g., purchase of equipment or supplies).

a) Transportation

Full reimbursement will be made for economy-class travel of the least-expensive, practical mode of public transportation (e.g. air, bus, or train). Bookings should be made according to the direction provided by CLA staff.

Bookings for travel should be made through the CLA office however, in exceptional cases the CLA Office has the authority to approve independent bookings and receipts submitted for subsequent reimbursement.

Full reimbursement will be made for mileage on a personal car at the rate of \$0.45 per kilometer, or for rental of a mid-size vehicle, whichever is least expensive, where no other mode of travel is reasonably possible. If another mode is possible, reimbursement will not exceed the rate for economy-class public transportation.

Full reimbursement of the cost of local travel from the point of arrival of a public carrier to and from the local destination using shuttle service if available and convenient, or taxi if pressed for time or handling heavy baggage, based on the submission of receipts. Full reimbursement will be made for parking or in-town taxis, based on submission of receipts. Sharing of taxis is strongly encouraged.

b) Accommodation

Wherever possible, CLA will arrange a master account or CLA credit card payment for hotel accommodations. When this is not possible, full reimbursement, based on the submission of original receipts, will be made for accommodations at the hotel(s) designated by the CLA Office for the approved nights necessary to attend the meeting.

In general, recipients are entitled to reimbursement at the single room rate; exceptions apply, and the CLA office will inform recipients when reimbursement at the single rate does not apply. If sharing with a non-CLA delegate, the single room rate will be reimbursed. Basic room rate and taxes only will be covered: any room upgrades, entertainment, hospitality or extended stays are the sole responsibility of the individual or subject to approval by the CLA Office.

Full reimbursement of a hostess gift of up to \$25.00 is permitted, based on the submission of receipts, when staying with friends.

c) Meals

Reimbursement for individual meals not provided while in travel status, including tax and gratuities, without submission of receipts based on a per diem rate of \$60.00:

Breakfast	\$13.00
Lunch	\$12.00
Dinner	\$35.00

Reimbursement will be made for actual ticket costs at CLA-sponsored meals, other than at the annual conference. Where the actual ticket price is being reimbursed no per diem charge may be made for the same meal.

d) Long Distance

CLA will reimburse those serving on their behalf who submit charges for personal long distance calls to a maximum of \$10.00 per week.

Policy Application Guidelines

Within the framework of the foregoing policy, Executive Council approves that, in general, CLA will not support travel, accommodation, meals and registration fees by members of Executive Council for the annual conference.

Exceptions to these guidelines – for Council members who would suffer financial hardship because of, or would be unable to fulfill, their duties as Association leaders – may be made by Executive Council or CLA Officers. Requests for exceptions should be made as early as possible.