Travel Reimbursement Policy

Staff members may be reimbursed for travel expenses incurred in the fulfilling of their assigned work duties. Travel must be approved by the Director in advance and expenses must be supported by receipts or statements and completed mileage forms.

Please note the following guidelines:

1. Conferences: Attendance must be approved in advance by the Director. The Director’s travel for conferences must be approved in advance by the Board. Any early-bird discounts should be utilized.

2. Hotels: Board approval is required in advance for any hotel stay reimbursement. Arrangements should be made to avoid paying sales tax on the room.

3. Meals: Reimbursement will be made when traveling on library business. Reimbursement will not include alcohol purchases.

4. For work-related engagements, conferences, workshops, and trainings, compensation will be made for travel time within normal work hours.

5. Mileage, Tolls, and Parking: Mileage will be reimbursed at the current IRS rate. Parking fees and tolls are reimbursed if receipts or an EZ-Pass statement are presented. Staff members are expected to pool rides when possible. Complete a mileage form for each trip.

Mileage may be claimed as follows:

a. If the employee travels from home to the appointment and then to the library, they may claim the total mileage to the appointment and from that location to the library less the one-way travel distance from their home to the library.

b. If the employee will go from home to the appointment and back home, they may claim the total mileage traveled less the round-trip travel distance from their home to the library.

Approved the Board of Trustees on _____________________