

## Mt. Zion District Library EXPENSE REIMBURSEMENT POLICY

In order to best use library resources, employees are expected to use sound judgment to minimize the costs of library travel. Employees and officials will use the most economical means available when traveling at library expense and will document all expenses incurred.

Employees will complete Part I, "Travel Expense" and Part II, "Expense Report – Estimated" prior to any library travel and submit form to the Director for approval. The Director will approve or deny the request and return the form to the employee. After returning from travel, the employee will complete Part II, "Expense Report – Actual" and Part III, "Reimbursement Request" and resubmit the form with all bills and receipts to the Director for approval and reimbursement.

Mileage to and from a meeting will be reimbursed at ~~50.5 cents per mile~~ (or the current IRS mileage rate, up to maximum cost of the cost of coach air fare for the same trip.

Employees are not entitled to mileage reimbursement for personal mileage while on travel status or for travel between the employee's home and the library.

The library will pay the actual cost of coach or regular fare for the public transportation by air, train or bus, if appropriate.

**Lodging:** If the destination is more than 75 miles from the library, the library may reimburse up to \$150 a day for actual cost of the most economical single room rate available in a reasonably convenient hotel or motel if an overnight stay is warranted. The library will reimburse the most economical double room rate available if the employee shares the room with his or her spouse, up to a maximum of \$150 per day. In ~~very~~ large cities, higher room rates may be reimbursed with prior approval of the Director.

**Meals:** When a conference, meeting or workshop includes a meal as part of the program, the Library will reimburse employees for that expense (if charged separately) up to \$35 for rural conferences or meetings and up to \$50 per diem for urban locations. When engaged in other authorized Library activities which do not include a meal as part of the program but, because of the scheduling of the program or conference, require that an employee eat out, the library will reimburse up to a maximum of \$60 per day for meals consumed while traveling. For partial days of travel, individual meals will be reimbursed on a prorated basis. Alcohol costs are not reimbursed.

**Fees:** The library will pay for all charges pertaining to an approved conference, meeting, or seminar, including registration fees, dues and other conference activities. All expenses must be preapproved by the Director.

Other expenses: The library will reimburse all actual business related charges for taxis, airport buses, tolls, parking fees and business telephone calls.

Prohibited Expenses include any entertainment expenses including shows, amusements, theaters, circuses, sporting events, any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event.

The Library will not cover costs of tickets issued to the person as a result of poor judgement or carelessness, e.g., parking tickets, speeding tickets, citations for reckless driving, etc.

Expenses exceeding the maximum allowed under the local policy must be approved by the Library Board with a roll call vote at an open meeting.

Staff and officials that use their own vehicle for Library business are required to have a valid driver's license and current insurance coverage.

Approval for travel as well as reimbursement of expenses is subject to the availability of funds budgeted each fiscal year.

6/25/09

Reviewed and approved by the Board of Trustees on 9/13/2016.

Mt. Zion District Library  
TRAVEL REQUEST & EXPENSE REPORT

**I. TRAVEL REQUEST**

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Destination \_\_\_\_\_

Reason for Trip \_\_\_\_\_

Date/time of departure: \_\_\_\_\_ Date/time of return \_\_\_\_\_ Days absent \_\_\_\_\_

Method of travel: \_\_\_\_\_ Air \_\_\_\_\_ Personal vehicle \_\_\_\_\_ Train \_\_\_\_\_ Other \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Director

**II. EXPENSE REPORT**

|   | <b>Estimated</b> | <b>Actual</b> |
|---|------------------|---------------|
| Transportation _____<br>_____ miles @ _____ per mile            | \$ _____         | \$ _____      |
| # of days lodging _____   | \$ _____         | \$ _____      |
| Meals: Breakfasts _____   | \$ _____         | \$ _____      |
| Lunches _____   |                  |               |
| Dinners _____   |                  |               |
| Fees (registration, dues, etc.)<br>Specify _____                | \$ _____         | \$ _____      |
| Other (telephone, tolls, taxis, parking, etc.)<br>Specify _____ | \$ _____         | \$ _____      |
| Total:  | \$ _____         | \$ _____      |

**III. REIMBURSEMENT REQUEST**

(Attach all bills and receipts)

Amount request \$ \_\_\_\_\_

None requested \_\_\_\_\_

I hereby certify that this is the actual expense incurred on authorized travel and that the information is correct

Requested by \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Director