

Branch District Library will reimburse employees, Trustees, and other authorized parties, for expenses related to travel for library business, special library functions, or the normal operations of the library, provided such expenses are authorized in advance by the Library Director and fall within the guidelines set forth in this policy. In no way should travel expense reimbursement be viewed as a source of supplemental income or profit to the individual requesting reimbursement.

When possible and practical, the Library Director may choose to use the Library's credit card to prepay for lodging, airfare, or other expenses. Otherwise, the individual requesting reimbursement is expected to pay for all expenses in advance.

Automobile Travel

- Mileage will be paid only for travel in a personal vehicle.
- Mileage rates will be reimbursed at the standard IRS rate as listed at www.irs.gov.
- Point-to-point mileage will be determined from the most direct routes as determined by Google Maps. Any miles driven in excess of point-to-point should be reported separately and must be submitted with an itinerary or explanation. Reimbursement for these excess miles is subject to approval from the Library Director.
- When traveling from home to a destination (not the official work location), claim the shorter of the two distances of home to the destination OR official work location to the destination.
- Parking and toll charges related to authorized travel may be reimbursed.

Automobile Rental

- Automobile rentals should be economy- or compact-class.
- Costs of insurance for the vehicle may be reimbursed.
- Mileage should be minimized during rental car use.

Air Travel

- The least expensive major carrier to a destination should be selected.
- Economy, coach, or equivalent class will be reimbursed. Business class or greater will be reimbursed only if there are no other options.
- Reservations should be made at least 21 days in advance, if possible, to get the best rate possible.
- Tickets should be purchased as non-refundable unless there is a likelihood to need a last-minute change.

Lodging

- Lodging expenses will be reimbursed up to the maximum for a destination as defined at www.gsa.gov.
- Taxes are reimbursable in addition to lodging expense and should be included in the lodging total with an actual receipt.

- If a spouse accompanies an employee, the lodging reimbursement is limited to the single room rate or the state maximum rate whichever is less.
- Hotel reservations for conferences, conventions, and meetings can be at the hotel where the conference is located even when the rate exceeds the above “approved rate” as defined at www.gsa.gov. Therefore, the conference rate is approved for reimbursement.

Meals and Incidental Expenses

- Meals and incidental expenses will be reimbursed up to the maximum for a destination as defined at www.gsa.gov. Any expenses in excess of this amount should be presented to the Library Director along with justification for why the Library should provide reimbursement. Final reimbursement will be subject to approval from the Library Director.
- Incidental expenses are defined as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
- Original itemized, dated receipts must be attached to the reimbursement form. The receipts should be cash register generated and include the place, date, time of the purchase, and amount paid to verify the correct reimbursement amount.
- The actual amount paid for food, non-alcoholic drink, sales tax, and tip is reimbursable up to the allowable meal rate. If the tip amount is not printed on the receipt, a handwritten notation of the amount of the tip is acceptable.
- Meal reimbursement requests made by an employee cannot include the purchase of a meal intended for someone other than the employee. Only the actual amount expended, up to the allowable rate, will be reimbursed.
- The amount of reimbursement will be the amount of the actual meal expense, as noted on the receipt, or the allowed meal rate, whichever is less.
- Any exceptions to the above will be evaluated on an individual basis by the Library Director.
- Reimbursement for alcoholic beverages is never allowed.

Other Reimbursable Expenses

- Expenses not listed in this policy may be subject to reimbursement with the approval of the Library Director.