



Last month Martha requested that we table the Finance Committee's recommendation on the draft Expense Reimbursement Policy. What follows is an updated draft combining the original draft policy and Martha's suggestions.

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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 that such expenses are authorized in advance by the Library Director or the Board of Trustees and fall within the parameters 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 is expected to pay for all expenses and to request reimbursement in accord with this policy after the travel is completed.

### **Automobile Travel**

- Mileage will be paid only for travel in a personal vehicle.
- Mileage will be reimbursed at the standard IRS rate as listed at [www.irs.gov](http://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 (or Board of Trustees for trustee travel).
- When traveling from home to a destination (not the usual assigned work location), claim the shorter of the two distances of home to the destination OR usual assigned 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 carrier with the least expensive fare 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](http://www.gsa.gov).
- Lodging taxes are reimbursable as long as they are listed on the lodging receipt.
- 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 “approved rate” as defined at [www.gsa.gov](http://www.gsa.gov).

## **Meals and Incidental Expenses**

- Meals and incidental expenses will be reimbursed up to the maximum for a destination as defined at [www.gsa.gov](http://www.gsa.gov). Any expenses in excess of this amount should be presented to the Library Director (or Board of Trustees for trustee travel) along with justification for why the Library should provide reimbursement. Final reimbursement will be subject to approval from the Library Director (or Board of Trustees for trustee travel).
- Incidental expenses are defined as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
- Original itemized, dated receipts for all expenses except incidental expenses 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 drinks, sales tax, and tips is reimbursable up to the allowable meal rate. If the tip amount is not printed on the receipt, a handwritten notation by the traveler of the amount of the tip is acceptable.
- Meal reimbursement requests made by an authorized traveler may not include the purchase of a meal intended for someone other than the traveler. Only the actual amount expended for the traveler’s meal, up to the allowable rate, will be reimbursed.
- Any exceptions to the above will be evaluated on an individual basis by the Library Director (or Board of Trustees for trustee travel).
- Reimbursement for alcoholic beverages is never allowed.

## **Other Reimbursable Expenses**

- Expenses not listed in this policy may be reimbursed if approved by the Library Director (or Board of Trustees for trustee expenses).