

4.16 TRAVEL EXPENSES

1. For the purposes of this Policy, "Travel" means any expenditure directly incident to official travel by employees and trustees of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. Travel, meal and lodging expenses will be reimbursed for employees and elected officials of the Library only for purposes of official business conducted on behalf of the Library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Library Director.
3. For official trips of staff or members of the Board of Trustees to conferences, training, or business meetings, the Library District will pay reasonable expenses. Staff travel must be approved by the Library Director in advance. Receipts are required for all reimbursements. Requests by staff to attend any out of state conference must be made during the budget process except in extraordinary circumstances.
4. Reasonable expenses will be determined as follows:
 - a. Registration: fees for conferences at the early-bird rate, workshops and conventions. If the registration fee includes meal functions, those meals will not be reimbursed and will be deducted from the per diem.
 - b. Transportation: by lowest coach airfare or rail fare if it does not exceed the air coach fare. For out-of-state trips, mileage for use of a private car may be paid with prior approval of the Board of Library Trustees at the current IRS rate. Such reimbursement may not exceed air coach fare. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
 - c. Automobile Rentals: Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or trustees traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
 - d. Hotel: conference hotels, with conference rates, will be used when possible and reimbursed at the single occupancy rate. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur

cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Board of Library Trustees.

- e. Meals: actual expenses but not to exceed the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Reimbursement will not be made for alcoholic beverages.
- f. Incidental expenses: tips, parking, cabs, busses, road tolls, business telephone calls with appropriate receipts.
- g. Extraordinary expenses: meals and/or entertainment which are a part of the program of the event but at extra cost, when authorized in advance. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement. These costs will not be reimbursed unless ancillary to the purpose of the program or event.
- h. For local mileage: reimbursement will be at the current IRS rate.
- i. The Library District will pay for official conference tours to visit other libraries and educational tours. All recreational tours must be paid for by the employee personally at the time of conference registration with a check made payable to the organization.
- j. In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Niles-Maine District Library Travel Expense Form and paid by the traveler.
- k. When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library District.

5. Approval of Expenses.

1. **Expenses for Members of the Library Board of Trustees.** Board members may seek pre-approval by the Board on an estimate of expenses before they are incurred. Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.
2. **Expenses for Officials or Employees Other than Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 5(1) (member of the Library Board of Trustees) in excess of the GSA rate for meals, and restrictions listed above on transportation and lodging must be approved in an open meeting by a majority roll-call vote of the Library Board of Trustees.
3. **Other Expenses.** All other expenses that do not fall within paragraphs 5(1) or 5(2) above are subject to the Library's Director's approval.

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the Library Director on a Niles-Maine District Library Travel Expense Form:

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the Freedom of Information Act.

REIMBURSEMENT

It is the responsibility of the employee or elected official to submit the Niles-Maine District Library Travel Expense Form along with all necessary receipts within 30 days after returning from a conference. Itemized receipts for all expenses over \$10.00 must be submitted. In addition to providing a financial report (reimbursement form and documenting receipts), conference attendees will be expected to submit, and if asked, verbally present, highlights of their conference experience, including what was learned that might help them do their jobs, and the Library District serve the community, more effectively.

The Library District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Niles-Maine District Library Travel Expense Form attached hereto and incorporated herein as Attachment I.

*Adopted by the Niles Public Library District of Trustees 7.1.92;
Revised 3.17.99; 8.21.2013; 11.20.2013; 12.14.16 8.15.18*