

Travel and Expense Reimbursement*Effective Date: 10/16**Reviewed and Revised: 9/21; 1/25***Page 1 of 4***Management Policies*

Policy

The Board of Trustees of the Ela Area Public Library District ("Library") will reimburse employee and trustee travel, meal, and lodging expenses that are pre-approved and incurred on behalf of the Library. Employees and trustees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

Procedures**Definitions**

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and trustees of the Ela Area Public Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Authorized Types of Official Business

Travel, meal and lodging expenses will be reimbursed for employees and trustees 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 trustee's official duties. If you are unsure whether an expense is reimbursable, please contact the Library Director.

Categories of Expenses

1. Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. 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.
2. Personal Automobiles –Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or trustees residence. When attending a training event or other off-site official business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or trustee's normal commute, reimbursement will be paid

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based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or trustee will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

3. 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 trustee’s 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.
4. Public Transportation – In the case of local training or official business where an employee or trustee chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the Ela Library to the training site (not from the traveler’s residence), regardless of the transportation method chosen. When attending training or business directly from an employee’s or trustee’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler’s normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. Other Transportation – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. 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 Trustees of the Library.
7. Meals - Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days

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based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

8. Vacation in Conjunction with Business Travel – 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 Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. Accompanied Travel – 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.
10. Parking – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
11. Entertainment Expenses - No employee or trustee of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Approval of Expenses (section E)

1. Expenses for Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any member of the Board of Trustees of the Library must be approved by roll call vote at an open meeting of the Board of Trustees.
2. Expenses for Employees meals and lodging expenses incurred by any employee in excess of the current per diem rate established by the GSA must be approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Library.
3. Other Expenses. All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Library Director's approval.

Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Library Director on a Travel, Meal, and Lodging Expense form:

1. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
2. The name of the individual who received or is requesting the travel, meal, or lodging expense;

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3. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; 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.

Travel, Meal, and Lodging Expense Report Form

The Library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

Purpose of trip: _____

Location: _____

Please list daily information & expenses you paid below. You may use more than 1 line per day. The bottom portion is to note expenses the Library paid direct. Attach all original receipts (incl.airline ticket stubs) to the back upper left corner. Use page 2 to add any additional notes. When printing, please use the black & white setting & only print pages used. It is set up with page breaks. The completed form must be received by the Business Office within 60 days of travel or purchase.

Date (xx/xx/xx)	TRAVEL			Type of Transportation	MEALS			OTHER		Daily Total	
	Personal mileage	Mileage reimbursement	Other		Breakfast	Lunch	Dinner	Amount	Description		
		\$ -	\$ -							\$ -	
		\$ -	\$ -							\$ -	
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Sub-Totals	0	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		Total all employee paid expense	\$ -

List below any trip related expenses paid direct by Ela Library-(either prepaid via check or Ela Library credit card). You can leave the amount blank if you do not know it.

Airfare		
Conference registration		
Other		
Signature _____ Date _____ Approver _____	Total all trip expenses	\$0.00