

## *Travel Expense Reimbursement Policy*

### Peru Public Library

#### Reimbursable Travel Expenses

The library reimburses employees and/or board members for reasonable and necessary library-related travel expenses for attending meetings, conferences, training, or educational classes. Reimbursement is based on the actual expense. The library will not pay for expenses determined by the director and/or board to be excessive or unreasonable.

Allowable expenses include: 1) registration fees and supplies; 2) travel including mileage, airplane, bus or train tickets; 3) hotel bills at conference and/or governmental rates; 4) meals, excluding any alcoholic beverages, while traveling; and 5) incidentals including taxi, shuttles, car services, tips, parking fees, tolls, etc.

When an employee and/or trustee uses his/her personal vehicle, mileage is reimbursed at the current IRS rate. Mileage excludes normal commuting to work or the library.

The maximum allowable reimbursement for travel, meal, and lodging expenses is \$3,000. In the event of an emergency or extraordinary circumstance, reimbursement over this limit may be approved by a board roll call vote during a regularly scheduled board meeting.

#### Approval of Expenses

Reimbursement requests must be submitted to the director using the library's standardized reimbursement form with receipts attached. The director submits reimbursement requests for board approval. Should the request for reimbursement exceed the maximum allowed under this policy, the board must approve the reimbursement by motion and roll call vote during an open meeting.

#### Non-Reimbursable Expenses

Travel expenses considered non-reimbursable include alcohol, late checkout fees, parking and/or other traffic tickets, personal telephone calls, and entertainment. Entertainment expenses are defined as: shows, amusements, theaters, circuses, sporting events, and any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event.

#### Non-attendance

If an employee and/or trustee does not attend or complete the meeting, conference, training or other library-related event, the library will be reimbursed for any non-refundable fees. No reimbursement will be made to an employee and/or trustee who has paid such fees and does not attend the event. An employee and/or trustee may submit an appeal in writing to the director and/or board to claim reimbursement due to an emergency.