



WESTMONT PUBLIC LIBRARY

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westmontlibrary.org

Providing the community keys to lifelong learning

Travel Reimbursement Policy

Purpose

The Westmont Public Library will reimburse employees' and officers' preapproved travel, meal, and lodging expenses incurred on behalf of the library. Each employee and officer is responsible for assuring that expenditures are prudent and necessary to effectively fulfill their duties to the library.

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 officers of the 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 officers 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 the employee's or officer's official duties. All travel requires prior authorization and the use of the most economical options are required.

Allowable Categories of Expense

1. Travel

Airfare – Employees and officers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Employees and officers 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.

Personal Automobiles – Mileage reimbursement will be based on the prevailing IRS mileage rate that is calculated from the library to the off-site location of the official business. When travelling to an off-site location directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the library. If the distance is higher than the employee's or officer's normal commute to the library, reimbursement will be paid based on the difference of the commute.

Automobile Rentals – When a rental car is deemed necessary, travelers will be reimbursed for the cost of renting an automobile including gasoline, and car insurance. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency.

Public Transportation – Public transportation fees for employees or officers attending overnight library business will be reimbursed in full. In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the library to

the off-site location. No reimbursement will be made if the distance is less than the mileage of a normal commute to the library. If the distance is higher than the employee's or officer's normal commute to the library, reimbursement will be paid based on the difference of the commute.

2. Lodging and meal allowances

Hotel/Motel Accommodations – When overnight is deemed necessary, employees and officers 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 employee or officer 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 Library Board of Trustees.

Meals - Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

3. Incidental travel expenses

Authorized employees or officers may be reimbursed for incidental travel expenses including but not limited to parking fees, tolls, airport fares, storage or baggage fees, data or phone charges related to official business.

4. Exclusions

Entertainment Expenses - No employee or officer of the library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Alcohol Expenses – No employee or officer of the library shall be reimbursed for any alcohol expense.

Approval of Expenses

Without prior approval by the Library Board of Trustees, the maximum allowable travel expense to be incurred by any employee or officer in any budget year shall be \$2,000.

1. Expenses for Members of the Library Board of Trustees

Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by a majority roll call vote at an open meeting of the Library Board of Trustees.

2. Employee Expenses

Employee travel expenses in accordance with this policy are subject to the Library Director's approval.

3. Advanced Expenses

Travel, meal, and lodging expenses advanced as a per diem to any employee or officer of the library must be approved by roll call vote at an open meeting of the Library Board of Trustees prior to payment. Documentation of expenses must be provided in accordance with this policy, and any excess from the per diem must be repaid. Meals provided by the conference or seminar should be deducted from the per diem allowance.

4. Emergency Expenses

In the event of an emergency necessitating travel or the incurrence of a travel expense while on or related to library business, the requirements in this policy shall be waived prior to travel or incurring the expense. Within thirty (30)

days of the expenditure, the employee or officer shall file the Travel Expense Form, document the emergency, and the emergency expenditure shall be reported to the Library Board of Trustees in an open meeting.

Documentation of Expenses

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 the Travel Expense Form:

1. an estimate of the cost of travel, meals, and/or lodging;
2. the name of the individual who received or is requesting the travel, meal, and/or lodging expense reimbursement;
3. the job title or office of the individual who is requesting the travel, meal, and/or lodging expense reimbursement; and
4. the date or dates and nature of the official business for which the travel, meal, and/or lodging expense will be expended.

All receipts for the travel, meals, or lodging must be submitted within 30 days of the last day of travel. All documents and information submitted in connection with this Policy are public records subject to disclosure under the Freedom of Information Act.

Travel Expense Form

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

TRAVEL EXPENSE FORM

Name of employee/officer: _____ Title/position: _____

Name and dates of the activity/event: _____

Description of the official business for which travel, meal, and/or lodging expenses will be incurred:

ESTIMATED COSTS TRAVEL, MEAL, AND/OR LODGING

TRAVEL	
_____ Airfare	Airline: _____ Cost: _____
_____ Personal Automobile	Mileage: _____ x _____ (rate/mile) Total: _____
_____ Public Transit	Cost: _____
_____ Auto rental	Rental company: _____ Cost: _____
LODGING	
Name/Location: _____ Date(s): _____	
Cost: _____	
MEALS	
Estimated number of breakfasts: _____ lunches: _____ dinners: _____	
Date(s): _____ Total expected reimbursement: \$ _____	
INCIDENTAL TRAVEL EXPENSES	
Parking: _____ Tolls: _____ Airport fare: _____	
Baggage fee: _____ Data/phone expense: _____	

Employee's/Officer's Signature: _____ Date: _____

Approval: _____ Dat