



## WESTMONT PUBLIC LIBRARY

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westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### **Travel Reimbursement Policy**

#### **Purpose**

The Westmont Public Library complies with the Local Government Travel Control Expense Act and will reimburse employee and Trustee preapproved travel, meal, and lodging expenses incurred on behalf of the Library as outlined under the law. Each employee and Trustee 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 Trustees 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 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 the employee's or Trustee's official duties. All travel requires prior authorization and the use of the most economical options.

#### **Allowable Categories of Expense**

##### **Travel**

**Airfare** – Employees and Trustees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Employees and Trustees 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 Trustee'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 Trustee'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 Trustees attending overnight Library business will be reimbursed in full. 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 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 Trustee's normal commute to the Library, reimbursement will be paid based on the difference of the commute.

#### **Lodging and meal allowances**

**Hotel/Motel Accommodations** – When overnight is deemed necessary, employees and Trustees 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 Trustee 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 occurred. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

#### **Incidental travel expenses**

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

#### **Exclusions to the Allowable Categories of Expense**

**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.

**Alcohol Expenses** – No employee or Trustee of the Library shall be reimbursed for any alcohol expense.

#### **Approval of Expenses**

##### **Trustee Expenses**

Without prior approval by the Library Board of Trustees, the maximum allowable travel expense to be incurred by a Trustee in any budget year shall be \$2,000. Travel, meal, and lodging expenses incurred by a Trustee must be approved by a majority roll call vote at an open meeting of the Library Board of Trustees.

##### **Employee Expenses**

Without prior approval by the Library Board of Trustees, the maximum allowable travel expense to be incurred by an employee in any budget year shall be \$2,000. Employee travel expenses in accordance with this policy are subject to the Library Director's approval.

##### **Advanced Expenses**

Travel, meal, and lodging expenses advanced as a per diem to any employee or Trustee 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.

##### **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 Trustee 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:

- an estimate of the cost of travel, meals, and/or lodging;
- the name of the individual who received or is requesting the travel, meal, and/or lodging expense reimbursement;
- the job title or office of the individual who is requesting the travel, meal, and/or lodging expense reimbursement; and
- 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/Trustee: \_\_\_\_\_ 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:

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ESTIMATED COSTS TRAVEL, MEAL, AND/OR LODGING

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

Employee's/Trustee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_