

TRAVEL AND RELATED EXPENSES POLICY

GENERAL POLICY

The Library will reimburse employees for actual, reasonable, necessary expenses incurred while on official Library business.

TRAVEL ALLOWANCE

1. Employees who are required to use their personal vehicles in the performance of their duties are reimbursed at the current Internal Revenue Service federal mileage rate. If the employee elects to use his/her personal vehicle to travel on Library business further than 300 miles one way, reimbursement will be based on the cost of the IRS rate calculated mileage reimbursement or the round trip economy airfare to the destination, whichever is less. Employees who reside outside of Beloit will be reimbursed for mileage from their home or from Beloit, whichever is less. Employees who travel directly from home to a work site outside of Beloit (such as a conference or training session) will be reimbursed for the lesser distance, Beloit to destination or home to destination.
2. In order to be eligible for reimbursement, employees must possess a valid driver's license, provide proof of insurance to the Library and complete the required forms requesting reimbursement. Proof of vehicle insurance is to be provided at least twice a year or as requested by the Library. If the employee does not provide proof of a valid driver's license or proof of vehicle insurance as requested, the employee will be ineligible for reimbursement of mileage.
3. Commuting from home to work and return is not considered official Library business and is not reimbursed, even if an employee is required to return to work for an evening meeting or other reason.
4. Parking ticket citations and other citations will not be reimbursed.
5. Travel by public transportation will be reimbursed. Air fares must be for economy class only. Employees are expected to arrange for the lowest airfare available at the time tickets are purchased.
6. Parking fees will be reimbursed for the duration of the event.
7. Local travel must be recorded on the Local Mileage Form.
8. Out-of-town travel must be recorded on the Travel Reimbursement Form. Carpooling is encouraged whenever possible.

HOTEL, MEALS, ETC.

1. Only the expenses of an employee will be reimbursed. Spouses, guests, etc. must pay their own expenses if accompanying the employee on a business trip.
2. Hotel costs will be reimbursed at single occupancy rates. Non-employees sharing the employee's room must pay the difference between single and double or multiple occupancy rates. Employees are expected to stay at mid-priced and economy hotels and motels unless a conference or seminar discount is available at the higher priced facilities.
3. Personal telephone calls, movie rentals, and other similar charges will not be reimbursed.
4. Meal expenses must be in line with costs in the location where the expense is incurred. (Dinner in Janesville is expected to be much less than dinner in New York City.) Only the actual cost of the meal plus tip will be reimbursed. Meal expenses may not exceed an average of \$40 per person per day within Wisconsin and \$50 per person per day outside of Wisconsin, unless approved by the Library Director. If meals are provided as part of the conference, seminar or training program being attended and included in the registration fees paid by the Library, then no additional or separate meal reimbursement will be made. Only meals not provided will be eligible for reimbursement.
5. Alcoholic beverages will not be reimbursed under any circumstances.
6. Requests for reimbursement of business meals must include an itemized receipt, a list of the attendees, and topic of discussion.
7. Meal expenses for attending weekly service club meetings (Rotary, Kiwanis, etc.) will not be reimbursed.

BUSINESS RELATED TELEPHONE CALLS

1. Employees should make business related calls from Library telephones whenever possible. Requests for reimbursement for calls made from home or by credit card must be accompanied by receipts and an explanation of the purpose of the call.
2. No reimbursement will be made for calls from personal cellular telephones, whether business related or not.

GENERAL PROCEDURES

1. All requests for reimbursement, no matter how small the amount, must be accompanied by receipts. The only exceptions are tolls, tips, parking meter fees and other cash payments for which a receipt is not feasible.
2. Except in rare instances, cash advances for travel will not be made. Airline tickets may be charged to the Library with prior approval of the Library Director.

3. When cash advances are issued, the same record keeping requirements and other provisions of this policy apply. A full record of expenses must be submitted, and any balance of the cash advance must be returned to the Library within 10 days of completing the scheduled travel.
4. All claims for reimbursement should be batched to avoid numerous claims for small amounts. All requests for reimbursement must be signed by the employee and his/her Department Head and submitted within 10 days of returning to work.
5. Proper forms must be used when submitting claims for reimbursement.
6. Fraudulent claims for reimbursement shall be grounds for discipline, up to and including termination.
7. Employees are expected to spend Library funds judiciously.

History: Adopted September 2000, effective January 1, 2001; Revised October 2003; Revised April 2004; Revised February 2012.