**WHITE OAK LIBRARY DISTRICT**

**Travel Reimbursement Policy**

1. **Purpose**

Employees and trustees will be reimbursed for travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the White Oak Library District (“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.

**B.** **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.

**C.** **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.

**D. Allowable Expenses**

1. **Financial Responsibility:** In order to insure proper use of Library resources, all employees are expected to use sound judgment to minimize the costs of work related travel. Employees will use the most economical means available when traveling at Library expense and will document all reimbursable expenses incurred using the Library’s standardized *Employee Expense Report* form attached hereto as Exhibit A. Whenever significant reimbursable travel expenses are expected (e.g., something beyond the normal expense of work-related travel within the Library) employees will request permission from their manager prior to incurring said travel expenses. Travel, meal, or lodging expenses may not be approved unless the minimum documentation requirements have been met.
2. **Transportation:** Employees are encouraged to use a Library-owned vehicle whenever available, for travel within Illinois and when appropriate for travel outside of the state. If a Library vehicle is used, actual expenses for gasoline and emergency repairs will be reimbursed. A spouse may accompany an employee traveling in the Library vehicle; however, no other expenses will be paid for a spouse except as noted in Section 5 below. If a Library vehicle is available and the employee chooses to use a personal vehicle instead, the Library will not reimburse the employee for gasoline or mileage.
3. **Local Travel:** If a Library vehicle is not available, a personal vehicle may be used and a claim for mileage reimbursement submitted. The current IRS mileage rate will be used for reimbursement of all approved travel in a non-library vehicle. All mileage between two work locations will be reimbursed, whereas mileage between an employee’s home and a work destination will not be reimbursed. In situations where an employee will travel to a work event/meeting at the beginning or end of a workday, the library will reimburse the distance between the off-site work location and the nearest White Oak Library District Branch OR the distance between the off-site work location and the employee’s home, whichever is less.

**4. Non-Local Travel:** Library staff may travel to pre-approved work related workshops or conferences and be reimbursed for their travel expenses as outlined in this Ordinance. The Library will pay the actual cost of coach fare for public transportation by air, train, or bus as appropriate. If an employee wishes to drive to a distant meeting or conference, the maximum mileage reimbursement will not exceed the cost of the most economical coach air fare available for the same trip. In all cases air, train, or bus transportation for a single employee shall not exceed $1,000 per conference trip. Employees are not entitled to mileage reimbursement for personal mileage while on travel status (e.g., evening site-seeing or side trips).

**5. Lodging:** If a travel destination is deemed far enough away from the Library to warrant it, the Library will reimburse up to $250 per day (pre-tax) for the actual cost of the most economical single room rate available in a reasonably convenient hotel or motel. The Library will reimburse for the most economical double room rate available if the employee shares the room with his or her spouse, up to a maximum of $250 per day (pre-tax). Whenever multiple staff members are traveling to a conference, two employees of the same gender will share double occupancy rooms whenever possible to minimize travel expenses.

**6. Meals:** The Library will reimburse actual meal costs up to a maximum of $12 per day for breakfast meals, $22 per day for lunch meals, and $32 per day for dinner meals consumed while traveling to/from a conference destination or while attending said conference. Maximum tips per meal will be 18% and are included within the per-meal, per-day maximums.

**7.** **Fees:** The Library will pay for all charges pertaining to attendance at an approved conference, meeting, or seminar, including registration fees, and/or conference dues.

**8.** **Other Expenses:** The Library will reimburse all actual charges for work-related taxis, airport buses, tolls, parking fees, and necessary business telephone calls incurred while on an approved business trip. The Library shall not reimburse any Trustee, employee, or officer for entertainment expenses such as tickets for sporting events or other amusement unless such entertainment expenses are ancillary to the purpose of the program or event (e.g., as part of a conference or convention).

**9. Entertainment Expenses:** No employee, officer 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.

**E. Approval of Expenses**

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 roll call vote at an open meeting of the Library Board of Trustees.

**2. Expenses for Officials or Employees Other than Members of the Library Board of Trustees:** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Library Board of Trustees) in excess of the approved rate set forth in this Ordinance must be approved in advance in an open meeting by a majority roll-call vote of the Library Board of Trustees.

**3. Other Expenses:** All other expenses that do not fall within paragraphs E.1 or E.2 are subject to the Library Director’s approval.

**F.** **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 an *Employee Expense Report* form:

1. The cost of travel, meals, or lodging with if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. The name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; 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 Section are public records subject to disclosure under the Freedom of Information Act.