

TRAVEL

RAILS will pay nonexempt employees for travel time if it extends their normal commute time or workday in order for them to attend work-related conferences, provide emergency support, attend long-distance meetings, etc. The employee will be compensated for travel time in accordance with applicable law with their supervisor's advance approval.

The following are provisions from the RAILS Fiscal Accountability Policy addressing travel:
(www.railslibraries.info/about/fiscal-accountability-policy)

XI. Travel

- A.** It is the policy of RAILS to reimburse full and part-time employees and RAILS Board of Directors members for reasonable authorized expenses incurred by them in the performance of their duties.
- B.** The RAILS Board of Directors shall develop a policy for the control of travel sufficient to prevent obligation of funds exceeding budget limitations and to hold travel to the minimum required for the efficient and economical conduct of the system's business. The procedure for the control of travel established by the board shall include a description of the system's travel approval procedure, allowable transportation expenses, non-reimbursable expenses, and rates of reimbursement for mileage, including automobile, air and train; per diem/meals; and lodging. Mileage for automobile travel shall be reimbursed at a rate no greater than the allowance rate in effect under regulations promulgated pursuant to 5 U.S.C. 5707 (b)(2). Rates for the reimbursement for expenses other than mileage shall not exceed the actual cost of travel as determined by the U. S. General Services Administration (GSA). Expense reports must be supported by original receipts that document allowable travel expenditures.
- C.** The RAILS Board of Directors will periodically review and revise travel reimbursement rates to reflect, as accurately as possible, the actual amounts necessary to reimburse employees. The RAILS staff will adjust the business mileage rate per the privately-owned vehicle mileage reimbursement rates published by the GSA. Examples of non-reimbursable expenses that shall be included in the Travel Control Policy include: alcoholic beverages; coat check; entertainment; meals for other system employees or board members or late checkout and room guarantee charges (unless special circumstances exist and Executive Director approval is obtained); parking tickets or other traffic tickets and charges associated with locksmith services; and transportation to procure meals, except under circumstances when such transportation is allowed by the Travel Control Policy.
- D.** Whenever possible and cost efficient, RAILS business travel arrangements will use governmental entity discount rates.