

Reimbursement for Job Expenses Policy

Approved: June 19th, 2023

Effective: June 19th, 2023

Revisions: N/A

Review: N/A

Travel

Approved transportation expenses for employees and trustees authorized to travel on Library business shall be reimbursed. Travel outside the Amery Library's service area shall have prior authorization of the Library Director, or in the case of a trustee, the Library Board, unless such travel is a part of regular job duties.

Mileage

If travel is by private vehicle, total reimbursement supported by detailed mileage records shall be limited to the current Internal Revenue Service mileage rate. Total miles driven should approximate double the distance between origin and destination cities as shown on standard mileage charts plus reasonable mileage in the destination city. If two or more persons travel in the same private vehicle, mileage reimbursement shall be limited to one person. Transportation to and from work is the responsibility of the employee. The Amery Library will reimburse employees, at the current Internal Revenue Service mileage rate, for local use of a private vehicle on official business. The Amery Library will reimburse employees for parking fees incidental to official Library business away from library premises, upon submission of proper documentation. All travel expenses are subject to prior approval by the Library Director.

Meal Allowances

Same Day Travel

Meal expenses for travel outside the Amery area which does not require overnight lodging will be reimbursed up to a maximum of \$65.00 per day, including tips and miscellaneous expenses:

Breakfast, provided the employee leaves before 6:00 A.M.

Lunch, provided the employee leaves his/her headquarters before 10:30 A.M. and returns after 2:30 P.M.

Dinner, provided the employee returns from travel status after 7:00 P.M. or departs his/her headquarters for overnight travel before 6:00 P.M.

Overnight Stay

Maximum meal allowances for overnight travel outside the Amery area, including tips and miscellaneous expenses, will be reimbursed at the rate of \$65.00 per day.

Alcoholic Beverages are not reimbursable

Lodging

Overnight lodging shall be limited to reasonable per day costs. Employee or trustee must present original receipt for reimbursement. Lodging shall not apply within 50 miles of the City of Amery unless prior approval has been obtained by Library Director.

Registration Fees

Registration fees will be paid for employees who attend seminars, classes, meetings, conferences, training sessions and other such functions with the prior approval of the Library Director.