

POLICY TITLE: Reimbursed Expenses for Out-of-City Travel

ADOPTION/LAST REVISION: 1-12-99

A. POLICY

The Library shall allow travel expense for Library employees and members of the Library Board and Library Board committees who are required to travel to transact official public business. Travel expenses will also be allowed when attending approved professional meetings, conferences, or training sessions that promote the overall job knowledge and comprehension of the individual. Eligible expenses shall be reimbursed by the Library upon the filing of vouchers on forms furnished by the Library. Actual receipts of disbursements shall accompany all such vouchers. In cases when another agency(s) reimburses for approved travel and such reimbursement is paid to a Library official or Library employee, such reimbursement shall be deposited in its entirety with the Library.

B. PROCEDURES

1. Advances

Advances should be kept to a minimum. Registration fees, lodging, and airline expenses should be paid by the Library directly, whenever possible. Employees are encouraged to use personal cash or charge cards, in lieu of advances for expenses which are not prepaid, whenever possible. However, the intent is not to place a hardship on the employee; travel reimbursement should be made by the Library prior to the employee's receipt of his/her credit billing unless there is a delay in presenting the expense detail to the Library's Business Office.

Requests for advance shall be made to the Business Office on the City's "Request for Travel Advance" form available in the Business Office. Such requests shall be made at least fifteen (15) days in advance of departure from the Library. No advances will be made for less than \$50.00, and none will be made for miscellaneous expenses. Advance checks will be issued by the Office of the Comptroller to the requester no sooner than the business day prior to leaving the City unless prior arrangements have been made.

2. Responsibility

The Library annually budgets for anticipated travel expenses. Any significant variance in travel requirements will be brought to the attention of the Library Board at its regularly scheduled monthly meeting.

It shall be the responsibility of each individual traveling as an official representative of the Marshfield Public Library at Library expense to keep sufficient records in order to make a complete and detailed report of all authorized expenses. This shall mean that, when at all practical, actual receipts shall be obtained and attached to the Travel Expense Voucher. Upon their return, the individual shall complete the Travel Expense Voucher, attach receipts and approval forms, and submit such documents to the Business Office for inclusion in the monthly bills for Board approval.

3. Allowable Reimbursement Expenses

Expenses for which the Library may allow an advance or reimbursement when traveling as an official representative of the Library shall be provided on the following basis:

- a. Transportation:** A Library employee or official may be allowed an amount not more than the coach class round trip airline fare for out-of-state travel.

Use of a private automobile to conduct Library business shall be reimbursed at the rate that the Internal Revenue Service (IRS) currently allows for income tax purposes. This per mile reimbursement rate shall include all costs related to the use of privately owned vehicles including but not limited to gas, oil, tires, repairs, insurance, license fees, and depreciation costs. No person shall submit a claim for reimbursement for costs incurred to clean and/or repair his/her personal vehicle used in the conduct of Library business. Parking costs as well as bridge/turnpike tolls may be reimbursed as a separate and distinct cost from the mileage rate. Travel mileage begins when the individual leaves the premises of his/her normal place of employment or his/her residence, whichever occurs last, and ends when he/she returns to his/her normal place of employment or his/her residence, whichever occurs first.

If a private automobile is permitted for out-of-state travel, reimbursable automobile expenses shall be limited to the cost of a coach class airline ticket, or the current IRS rate, whichever is less, and shall not include bridge/turnpike tolls, lodging, meals, and other expenses enroute that would not be paid if commercial transportation was used. If more than one employee is to ride in the same private vehicle, only the cost of one coach class airline ticket will be permitted.

If the rental of a vehicle from a private agency is necessary and justified, the Library will not pay for personal use (e.g. sightseeing).

- b. Hotel or Lodging Expenses: Employees** will be allowed an amount not greater than the cost of a medium priced single room which will depend upon the particular destination while traveling at the expense of the Library. No provision shall be made for the advance or reimbursement for lodging expenses for persons other than the employee. Employees are encouraged to request a quotation for a governmental rate when making their lodging arrangements. Lodging expenses will not be reimbursed for accommodations in Wood, Portage, Marathon, or Clark counties unless the Library Director grants advance permission.

- c. **Meals:** Employees and officials traveling for the Library will be allowed reimbursement for reasonable meal expenses, including gratuities not to exceed fifteen percent (15%) of the meal expenses. No allowance will be made for alcoholic beverages. Breakfast expenses will be allowed if the employee or official is required to leave the City of Marshfield prior to 6:30 a.m.; evening meal expenses will be allowed if the individual cannot safely return to the City prior to 7:00 p.m., not including the time spent eating the evening meal.

- d. **Fees, Registration, Dues, Banquets, et. al.:** The Library shall pay the cost of fees, dues, and conference or meeting registration expenses. Such expenses must be verified, when possible, by a receipt, program or bulletin setting forth such fees or dues. In the event that such fees include the cost of meals, no allowance for the same meals shall be allowed under section c. above.

- e. **Miscellaneous:** Reimbursement for other reasonable miscellaneous expenses such as ground transportation (taxi, bus), baggage handling, and business-related telephone charges will be allowed. No reimbursement shall be allowed for any traveler's check issuance fees, parking tickets, traffic violations, or personal telephone charges.

Reference: City Policy 3.875