

With prior approval from the Library Director or Department Head, staff members will be reimbursed for the travel expenses related to their jobs. All reimbursement for expenses must be submitted within 6 months of the expense date or by 2 weeks prior to Fiscal Year end (June 30th) whichever is sooner. Hourly / non-exempt employees may submit up to 7.5 hours per day for wages.

206.1 Qualified Reasons for Travel Expense (with prior approval of the Library Director) Where “Regional” means Northern Illinois within the boundaries of the RAILS library system:

- Regional Library workshop or seminar.
- Regional Library related training or class.
- Regional Library networking group meeting.
- Association group meeting.
- Association conference.
- Regional Vendor presentation for material or service currently or likely to be acquired/used by the Frankfort Public Library District.

206.2 The total of all expenses for a reimbursable activity may not exceed the Maximum Allowable Expense for that category of activity:

- Regional Workshop/seminar, class, group meeting – Travel/Mileage (\$110 single trip, \$150 multiple local trips), Meals & Incidentals (Breakfast \$10, Lunch \$15, Dinner \$25).
- Association meetings / conference conducted in our Region - Mileage \$110 Meals & Incidentals (Breakfast \$10, Lunch \$15, Dinner \$25)..
- Association meetings / conference out of state – Airfare \$600, Meals & Incidentals (Breakfast \$10, Lunch \$15, Dinner \$25).
- Regional Vendor presentations – Mileage \$62, Meals & Incidentals \$0

206.3 Qualified business providers of travel, meals and lodging expenses as well as conference/seminar organizers and administrators:

- Library Associations e.g. ALA, ILA, and their divisions, offices and roundtables.
- Illinois Library Systems and their networking groups including tangential self-organizing support organizations e.g. LIMRiCC, Laconi, ATLAS, MOD.
- Professional conference organizing and administering businesses e.g. Eventbrite, Reedpop.
- Hotels, Airlines and related ticketing firms, restaurants, cafeterias and food trucks.
- Fares for taxis or other types of transportation between the airport or train station and your hotel, the hotel and the work location, and from one customer to another, or from one place of business to another e.g. taxis, UBER, lyft, public transportation.

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Reimbursable expenses include the cost of transportation, meals and lodging. A complete expense form, with receipts, is required before reimbursement is made. (See Appendix M, Travel Expense Reimbursement Form)

206.4 TRANSPORTATION

The expense of using private vehicles for Library business will be reimbursed at the Internal Revenue Business rate. (See Appendix H, Policy on operation of library-owned vehicles and use of private vehicles on library business.) Mileage for Regional workshops, meetings, conferences etc. is calculated based on travel distance to and from the Frankfort Public Library to the event rather than real distance from the employee's home. The assumption is that travel to and from the library is a regular expense for the employee. It is not necessary that the employee begins their travel at the library.

Those traveling must use the most cost-effective ground transportation available, considering cost, time, availability and scheduling. Ground transportation includes taxi, airport or hotel provided shuttles, rental autos and personal vehicles. Public transportation requires a receipt unless one cannot be obtained.

Common carrier transportation should be used for long trips. If private vehicles are used for a trip, the amount reimbursed shall be the lesser of either common carrier air fare or mileage.

Air travel shall be in coach or economy class. Documentation must be provided if the employee is travelling in a more expensive class and expensing only the cost of coach/economy *on that flight*.

206.5 PARKING, CAR RENTALS AND TOLLS

All parking, car rental, shuttles, taxi and toll charges incurred while traveling on library business or while attending approved professional activities or meetings shall be reimbursed upon submission of receipts.

206.6 LODGING

The Library will reimburse the entire expense of lodging in a designated conference hotel or equivalent in price.

206.7 MEALS AND INCIDENTALS

The maximum reimbursable expenses for meals for activities are \$10 for Breakfast, \$15 for Lunch and \$25 for Dinner.

For activities that do not require lodging and do not include meals, the cost of the meals will be reimbursed based on comparison to a normal working day e.g. an

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employee's class from 10:00 AM to 3:00 PM would include a reimbursable lunch because it would not be possible to follow their normal lunch routine.

Hotels will not be reimbursed for conferences taking place in the metro Chicago area unless specifically authorized by the Library Director.

206.8 REGISTRATION FEES

Fees required for pre-approved attendance at Library related activities, such as conferences, meetings and workshops and at other job related organization or civic meetings, such as the Chamber of Commerce, shall be fully paid by the Library.

206.9 OTHER REIMBURSABLE EXPENSES

- A. Telephone calls
 - 1. Local calls on Library related business
 - 2. Long-distance calls on the Library's behalf
- B. Other incidental expenses as approved by the Library Director

206.10 NON-REIMBURSABLE EXPENSES

The Library's policy is to reimburse its staff for all reasonable and necessary expenses incurred on behalf of the Library. There are specific types of expenses that are considered to be personal and therefore not reimbursable. These include, but are not limited to, the following:

- A. Any travel, hotel and meal costs incurred by immediate family members accompanying the Library representative on official Library business.
- B. If personal travel is combined with business travel, any additional expenses related to the personal travel.
- C. Expenses, such as cleaning, health and fitness services, airline insurance, barber, shoe shine and personal entertainment defined as shows, amusements, theater, circuses, sporting events or other public and private entertainment or amusement.

206.11 PROCESS FOR REIMBURSEMENT

Requests for reimbursement may only be approved for total expenses less than Maximum Allowable Expense for that category of activity. Expenses in excess of the Maximum Allowable Expense must be approved by roll call vote of the Library Board of Trustees at an open meeting and are provided only in case of emergency or other extraordinary circumstances. Requests for reimbursement must be accompanied with original receipts unless impractical (mileage) or when this policy exempts submission of a receipt (public transportation). Items submitted for reimbursement that are not supported by a receipt, when

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applicable, will not be paid. Requests for reimbursement with receipts must be attached to a completed Travel Expense Reimbursement Form. (Appendix M).

Major travel and activity expenses will be reimbursed by check, usually at the regular time of the month when other Library bills are paid. Minor reimbursements may be paid from petty cash at the discretion of the Business Office Manager.

Where appropriate and with the approval of the Library Director, the Library will prepay transportation, registration and hotel expenses.

206.12 FAILURE TO ATTEND

Whenever possible, reservations for travel should be made for **REFUNDABLE** tickets, rooms, etc. Regardless of the type of ticket or reservation, the employee is responsible for payment should they cancel their travel. Travel reimbursement will not be issued prior to travel date(s). Exceptions must be approved by the Library Board of Trustees.

206.13 TRAVEL EVENT SUMMARIES

Upon completion of attendance at an approved event for which the library has paid fees and/or travel expenses, the employee will provide a narrative summary of workshop(s) attended and the items discussed or seen of interest to the library.

207 LIBRARY MATERIAL AND ACQUISITION EXPENSE REIMBURSEMENT

Library staff may with prior supervisor's approval be reimbursed for acquisition of materials in support of library programs, building and site operations and any incident mileage used to acquire them. A complete expense form, with receipts for materials, is required before reimbursement is made. (See Appendix G, Programming & Supply Expense Report)

207.1 MILEAGE REIMBURSEMENT

Mileage costs will be reimbursed at the GSA rate for the year the mileage was traveled.

207.2 PROCESS FOR REIMBURSEMENT

Meals and travel expense related to an approved workshop, class or conference must be submitted with the Travel Expense Reimbursement Expense report (Appendix M).

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Requests for reimbursement must be accompanied with original receipts unless impractical (mileage) or when this policy exempts submission of a receipt (public transportation). Items submitted for reimbursement that are not supported by a receipt, when applicable, will not be paid. Requests for reimbursement with receipts must be attached to a completed Mileage and Expense Record Form. (See Appendix G)

Major travel and activity expenses will be reimbursed by check, usually at the regular time of the month when other Library bills are paid. Minor reimbursements may be paid from petty cash at the discretion of the Business Office Manager.