

TRAVEL POLICY Greentown Public Library

All travel and related expenses must be authorized by the Director and are subject to approval of the Library Board. Employees traveling in their own vehicles on library business, including travel within the county, may be reimbursed for mileage at the current Federal Mileage allowance. Parking fees, tolls, and other travel expenses will be reimbursed at actual cost. Claims for mileage on appropriate mileage forms, tolls and parking fees must be presented accompanied by appropriate receipts and are payable upon approval at the next regular meeting of the library board. Mileage will only be paid to the operator of the vehicle. Carpooling is encouraged whenever possible.

Professional Meetings and Travel

Employees attending prior-approved, library-related workshops, conferences and meetings are compensated for the time spent attending and traveling. Any such attendance and travel must receive prior approval from the library director. The library pays registration fees at the professional member rate, unless otherwise approved by the director. For mileage and meal reimbursement, appropriate mileage forms and receipts must be submitted to the library director immediately following the attendance.

- **Single Day Workshops**

Staff members are paid from the time they leave the library to the time they return minus their mealtime, unless part of the program took place during lunch. By law, regular home-to-library travel and mealtime is not considered work time. The library will reimburse employees for lunch provided a receipt is turned in.

- **Multi-Day Conferences**

Staff members are compensated for regular 8 hour workdays while attending approved multi-day conferences. The library arranges all lodging. The hotel should be the designated conference hotel or a similar hotel room. Personal amenities, such as in-room movie rental or personal phone calls, will be paid by the employee. The library reimburses attendees for meals at the conference, unless meals are included in the conference registration. Reasonable tips on restaurant meals are also reimbursable but must be documented. The library director makes decisions involving special circumstances.

Abuse of business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Adopted: March 28, 2016