

Library Reimbursement Policy

Adopted by the Hinckley Public Library District Board of Trustees
November 14, 2016. Revised 8/9/21

It is the policy of the Hinckley Public Library District to comply with the Local Government Travel and Expense Control Act through the promulgation of these regulations.

1. DEFINITIONS:

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel expense” means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the Library for a specific Library purpose.

2. TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE ALLOWED: The Library will only approve travel expenses for employees or officers if the travel is necessary to complete official Library business, for the education of employees or officers, or necessary to obtain information for the betterment of the Library in some capacity.

3. TYPES of EXPENSES ALLOWED and PROHIBITED:

1. The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.
2. The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.
3. The costs of meals while traveling are allowed.
4. The costs of conference fees, supplies and books for educational purposes are allowed.
5. Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

4. MAXIMUM ALLOWABLE REIMBURSEMENT without BOARD ACTION: Library employees and officers may receive reimbursement for travel expenses without specific Board Action as long as the expenses are under the Maximum Allowable Reimbursement as stated herein and the Procedure for Reimbursement below is followed.

1. The Board will post the maximum allowable reimbursement for food, lodging, and transportation in the office of the Library Director which shall change from time to time at the direction of the Board. The Board shall use the following overriding principals to determine the maximums:
 - a. Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel if the traveler uses their own automobile (as opposed to a Library automobile).

- b. Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
- c. Cost of lodging should be reasonable and customary for the area where the traveler is staying.
- 2. The total maximum for any travel for Library purposes allowed is \$1,000.
- 3. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$1,000 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

5. PROCEDURE FOR REIMBURSEMENT: No expenses shall be reimbursed unless a reimbursement request form (as included here) is completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expense is *prepaid*, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to the Library within 30 days.

6. EXPENSES INCURRED BY BOARD MEMBERS: Expenses may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.

Travel/Expense Reimbursement Request Form
Hinckley Public Library District

Requestor: _____

Job
Title/Position: _____

Dates/Nature
of Business: _____

(Please
describe the
reason for the
travel and/or
expense and
justify how this
is public
business
relating to or
for the
Library.)

Attach all receipts. If you have not yet incurred the expense, attach the supporting documents that verify your cost estimate. All expenses pre-paid must be equal to or less than actual costs and the receipts must be turned in within 30 days of the trip.

ATTACH
RECEIPTS/INVOICES
HERE

Total Reimbursement amount requested: \$ _____

Approved on: _____

By: _____