

Lewistown Carnegie Public Library

Travel Expense Reimbursement Policy

The Lewistown Carnegie Public Library District will reimburse employees and board members travel expenses incurred in connection with pre-approved library business which includes but is not limited to off-site or out-of-town seminars, conferences and other educational events related to the employee's or officer's official duties. In accordance with state law the library will not reimburse for any expenses which include but are 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.

Mileage will be reimbursed in accordance with the federal standard mileage rate. Any travel expense figured at a rate of \$100.00 or more must be approved by a roll call vote before reimbursement can occur. All trips will start and stop at the Lewistown Carnegie Public Library.

Meals will be reimbursed in accordance with the federal standard meal rate. Any amount spent over the meal rate will be the responsibility of the consumer. In order for meal reimbursement to occur, the meal must have been purchased during approved travel time and a receipt for the meal must be turned into the library.

Lodgings will be reimbursed if the pre-approved library business requires overnight accommodations or in the event of an emergency during preapproved library business which includes but is not limited to a storm or medical emergency which makes driving unsafe. The library board will decide at the next regularly scheduled meeting if emergency accommodations were needed. The library is not responsible for lodgings that the board deems unnecessary. In order for lodging reimbursement to occur a receipt must be turned into the library. In the event that lodgings are deemed an emergency or exceed \$150.00 the library board must approve with a roll call vote.

In order to be reimbursed for any travel expenses a travel reimbursement form must be completed and turned in with required receipts to the library.

Approved March 20, 2017