



## ADMINISTRATIVE PROCEDURE

### TRAVEL PROCEDURES

#### INTRODUCTION

LaConner Regional Library District staff and its trustees shall be reimbursed for actual expenses incurred in the conduct of library business according to this policy. All reimbursements will be subject to review and adjustment.

#### ADVANCE REQUEST FOR TRAVEL

All requests for travel must be submitted on a [Travel Authorization Request Form](#). This form must be submitted to the Director, at least 7-10 days prior to out-of-county-travel, but preferably sooner. The director will update the Board at the next meeting regarding staff travel requests.

#### REQUEST FOR REIMBURSEMENT FORMS

In order to be reimbursed, the employee must fill out a *Skagit County Travel Expense Voucher*. This form must be submitted to the Library Director within 30 days of completion of travel.

#### ALLOWED EXPENSES

Reasonable, necessary and non-taxable expenses for authorized travel will be reimbursed.

#### Registration

The lowest available registration for a meeting, if possible, for conference, convention or work session shall be paid. When possible, registration is to be prepaid by the Library, by use of the library credit card.

#### Transportation

1. Actual cost of air or other mode of travel on Library business shall be paid. All travel is to be by coach/economy class. When possible, travel costs should be billed directly to the Library credit card. In all cases, receipts and canceled tickets are required for travel reimbursement.
  - a. When a personal or extended trip (i.e. vacation taken before or after a meeting) results in eligibility for a reduced fare, the Library shall pay the reduced fare for a direct route trip from La Conner to the business site and

return. All other expenses incurred at the site preceding or following the meeting dates, which are not part of the library-related business trip, are the sole responsibility of the traveler.

- b. If it is determined in advance by the board and director, that it is in the best interest of the Library to have a person stay longer than the meeting, then the Library will reimburse all eligible expenses.
2. Actual expenses of transit, taxi, tolls and parking fees shall be paid. A receipt must be submitted if provided by the vendor.
  3. The use of personally owned vehicles shall be governed by the following guidelines:
    - a. If an employee uses his/her personal vehicle, reimbursement will be at the prevailing IRS allowable rate.
    - b. Reimbursement for the use of personal vehicle will not exceed the cost of coach airfare, or mileage based on the most direct route to the destination and return, whichever is the lesser.
    - c. Personal vehicles must be covered by mandatory liability insurance.
    - d. If a rental car is used during travel, only a library employee may drive the vehicle.
    - e. Must have a valid driver's license.
  4. An employee using a personal car during the workday for business travel must keep an [Employee Mileage Log](#) to be submitted with the *Skagit County Travel Expense Voucher*, one time during the month.

### **Meals**

1. Actual expense of meals shall be reimbursed up to \$30/day while at a meeting, conference, convention, or work session on official library business. Receipts must be submitted for reimbursement using the **Skagit County Travel Expense Voucher**.
2. If meals are included in registration for a meeting or conference the expense can exceed the maximum of \$30/day in meals.
3. Alcoholic beverages will not be reimbursed.

### **Lodging**

1. Actual cost of hotel or motel accommodations, including lodging taxes, business related telephone calls and parking fees included in any hotel or motel bill, shall be paid. Receipts are required for hotel/motel accommodation reimbursements.
2. If a hotel/motel accommodation includes a family member or non-Library traveler, reimbursement will only be for that portion of the expense attributable to the Library traveler claiming reimbursement at the single room rate.

### **CREDIT CARD POLICY**

Use of the library district's credit card to pay for travel related expenses shall be governed by the following:

1. Limiting the use of credit cards to authorized travel expenses only.
2. Submission of original receipts by the employee or district board member for all credit card uses.
3. The credit card shall not be used for personal expenses or entertainment.

### **LIGHT REFRESHMENTS AT MEETINGS CONDUCTED BY THE LIBRARY**

Light refreshments, provided for a meeting, including coffee, may be reimbursed if:

1. The purpose of the meeting is to conduct library business, provide formal training sessions that benefit the library, or recognize library or employee accomplishments; and
2. The meeting involves Trustees or library employees.

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