

CRAWFORD COUNTY LIBRARY Policy Manual

Policy No. 412

Subject: Travel Expenses

1. Library staff and Board members are eligible for reimbursement of expenses incurred for the purpose of library business. All expenses are to be substantiated by means of receipts and/or expense report.
2. Attendance at conferences, workshops, or meetings outside of the Superiorland Library Cooperative area must be approved in advance by a motion of the Library Board.
3. Transportation: Reimbursement for the use of a personal automobile traveling outside of Crawford County will be made at the current rate that the Crawford County allows plus applicable charges for parking and tolls.
4. Meals: Individual meal allowances are based on the following schedule:

Breakfast: Up to \$8.00
Lunch: Up to \$12.00
Dinner: Up to \$17.00

Receipts are required for reimbursement of meal expenses. Alcoholic drinks are not covered.

5. Lodging: Reimbursement will be based on the going rate of the area of travel. Reimbursement is not allowable for an employee within reasonable commuting distance from the employee's residence.
6. Exceptions to the above limitations may be authorized by the Board President.

ADOPTED: November 14, 2000
REVIEWED: November 13, 2003, July 10, 2008, May 10, 2012
AMENDED: July 10, 2008