

# TRAVEL AND OTHER EXPENSE REIMBURSEMENT

## **TRAV-1 BUSINESS TRAVEL**

It is recognized that employees of the W-TCPL may be required to travel or incur other expenses while in service to the library. The library is also interested in encouraging the professional development of employees whenever feasible so that new ideas and concepts can be shared and put into practice to support the library's mission of linking people and ideas through resources and services.

The library will reimburse necessary, reasonable and actual expenses incurred by employees in a uniform and consistent way. An "Expense Reimbursement Form" and/or a "Mileage Reimbursement Form" (see Forms Appendix) must be reviewed and approved by the employee's immediate supervisor prior to reimbursement from the Finance Office. Also see DEV-7.

## **TRAV-2 OUT OF STATE TRAVEL**

Any request for out-of-state travel requiring an overnight stay (limited to two per year) must be approved by the library director or assistant director.

International travel is generally not allowed.

## **TRAV-3 EXPENSES**

Expenses will not be reimbursed without receipts that include a vendor name, description of the service provided (if not obvious), date, and total expense.

Employees may use their own personal credit card or use the library credit card (with permission from the finance office) for items such as airfare, accommodations, meals, and transportation.

Reimbursement will be issued to the employee upon return from the event. Expense receipts should be submitted within two weeks of travel.

## **TRAV-4 MEALS**

Meal expenses will be reimbursed up to the daily maximum set for meal reimbursement. Standard meal reimbursement rates (including tips) for travel within the state of Ohio are set forth below:

Breakfast - \$7

Lunch - \$11

Dinner - \$23

Total - \$41

The library may update the per diem annually to adjust to the revisions to the federal per diem schedule. The per diem is designed to offset the additional cost of travel, not to entirely pay for the employee's meal.

Please note, \$41/day is the maximum amount that can be reimbursed to an employee for all meals when travel is within the state of Ohio. If an employee spends more than \$41/day for all meals and has receipts to document the expense, he/she will only be reimbursed at the per diem rate. Additionally, the employee cannot be reimbursed for more than he/she spent. For travel outside the state of Ohio, meal expenses will be reimbursed up to the daily maximum set forth for that locale as established by the federal per diem schedule ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). Please speak with the Human Resources Manager concerning out-of-state travel prior to your travel date.

## **TRAV-5 AIR TRAVEL**

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. The library will pay only the cost of the lowest coach class fare available.

## **TRAV-6 LODGING**

Lodging costs may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, destination location, and proximity to the event shall be considered in determining reasonableness. "Deluxe" or "luxury" hotel rates will not be reimbursed. When practical, employees are encouraged to share lodging.

## **TRAV-7 TRANSPORTATION**

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following (in order of desirability):

### *Courtesy Cars*

Many hotels have courtesy cars which will take people to and from the airport at no charge.

### *Airport Shuttle or Bus*

Airports generally take travelers to and from all major hotels for a fee. Such services can be as quick as a taxi and considerably less expensive.

### *Taxis*

When courtesy cars and shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

### *Rental Cars*

Car rentals are expensive, so other forms of transportation should be considered when practical.

## **TRAV-8 USE OF PERSONAL CAR**

The Director may authorize and require you to use your personal vehicle in the conduct of library business. The employee must be insured under a policy of liability insurance for their personal vehicle. Mileage reimbursement for travel in privately owned vehicles will be at 15¢ below the published IRS allowable rate per mile. The mileage reimbursement will be deemed to cover all expenses incurred by use of the privately owned vehicle including oil, gasoline, tires, depreciation, insurance, parking and traffic tickets, liability for damages, and all other expenses of operation. When two or more employees are traveling to the same destination, they should travel together when and where possible and only one may claim mileage reimbursement. You will not be paid for mileage involved in getting to and from your home and your worksite.

A "Mileage Reimbursement Form" will need to be completed for reimbursement. This form is available on the staff intranet or from the Finance Office. Also see section DEV-7 Conference and Training in the Personnel Guidebook.

If an employee chooses to use a personal car for a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however the total mileage reimbursement should not exceed the sum of the lowest available round trip coach airfare.

## **TRAV-9 PARKING/TOLLS**

Parking and toll expenses, including charges for hotel parking, incurred by employees traveling on library business will be reimbursed with proper receipt. The costs of parking tickets, fines, car washes, valet service, etc. are the responsibility of the employee and will not be reimbursed.

## **TRAV-10 OTHER EXPENSES**

Reasonable library-related telephone and fax charges due to absence of employees from the workplace are reimbursable.

## **TRAV-11 NON-REIMBURSABLE EXPENDITURES**

Any expenses that could be perceived as lavish or excessive will not be reimbursed as such expenses are inappropriate for reimbursement by a public library. These include but are not limited to:

- Travel insurance
- First class tickets or upgrades
- Limousine travel
- Movies and personal entertainment
- Liquor or bar costs
- Snacks
- Participation in or attendance at golf, tennis, or sporting events without advance approval by an employee's supervisor
- Purchase of golf clubs or other sporting equipment
- Spa or exercise charges
- Clothing purchases; luggage
- Valet service
- Car washes
- Toiletry articles
- Expenses for spouses, friends or relatives.

If a spouse, friend or relative accompanies employees on a trip, it is the responsibility of the employee to determine any added cost for double occupancy and related expenses and to make appropriate adjustment in the reimbursement request.