

## **EMMAUS PUBLIC LIBRARY**

### **TRAVEL POLICY**

#### **Purpose**

The purpose of this policy is to establish standards and controls for the reimbursement to library staff and board members for actual expenses such as transportation, lodging, subsistence and related items that are incurred in the conduct of authorized library business. All reimbursement rates for costs are subject to review and adjustment.

#### **Travel Authorization**

Employees and board members planning to travel on library business outside Emmaus must request authorization in advance according to procedures established by the Library director. Travel within Emmaus which is required by the employee's job duties does not need to be approved in advance.

Employees who drive a vehicle while on library business must have a valid Pennsylvania driver's license and drive an insured vehicle.

#### **Travel Expense Receipts**

Receipts for all expenses claimed for travel reimbursement, except for mileage, must be submitted no later than thirty (30) days after the charges were incurred. Receipts shall include:

1. The date of purchase
2. A list of items purchased
3. Charges for each item
4. Vendor name and address

#### **Mileage Reimbursement Requests**

Mileage reimbursement requests for costs shall be reasonable and report distances that may be verified by using a standard online map such as Google Maps (<https://www.google.com/maps>). Mileage traveled between an employee's residence and their library workplace are considered commuting miles. Commuting costs are not reimbursable. Board members or Library employees who travel from their residence to a location other than their Library workplace are reimbursed either from their residence or their Library, whichever distance is shorter. Requests for mileage reimbursements must be made within thirty (30) days.

## **Travel with Family**

A library employee or board member may travel with his or her family on official business provided that family members do not displace other employees or board members who have a reason to travel to the same place. No family travel expenses are reimbursable except for legitimate business-related expenses incurred by the employee or board member. Lodging is reimbursed at the single room rate only.

## **Reimbursement Rates**

The library reimburses its employees and board members for expenses incurred on library business at the following rates:

1. "IRS Standard Mile Rate for Business" for the current year for use of a private vehicle
2. Actual cost of meals and tips up to the U.S. government's "Per Diem Rates" as listed for each city and state at: <https://www.gsa.gov/portal/content/104877>
3. Actual tolls, parking fees, rental car expenses, necessary taxi fares
4. Actual coach fare for commercial transportation

The costs must be reasonable and consistent with the library's established policy.