

BARTHOLOMEW COUNTY PUBLIC LIBRARY

POLICY FOR TRAVEL AND REIMBURSEMENTS

- A. It is the intent of the Bartholomew County Public Library to follow the rules and regulations set by the State Board of Accounts in adopting a travel policy.
 - 1. If there is a conflict between the adopted library policy and State Board of Accounts policy, the State Board of Accounts policy will supersede BCPL policy.
- B. Before any disbursements for reimbursement of professional meeting and traveling expenses can be made, an appropriation must be available for such purpose.
 - 1. Said appropriation would be made under the budget classification "Other Services and Charges: Professional Meetings"
- C. Employee attendance at workshops and conferences must be approved by the Library Director.
- D. Tax exempt forms should be obtained from the Business Office before committing to any expenditure.
- E. In County travel:
 - 1. Travel expenses for Library business within Bartholomew County which are considered reimbursable are limited to registration fees for workshops or conferences and mileage for personal vehicles.
 - 2. Expenses which cannot be reimbursed include but are not limited to, meals not covered in the conference or workshop registration fees, and hotel stays.
- F. Out of County travel:
 - 1. Reimbursement for lodging, meals, and transportation will be based upon actual receipts for amounts paid as authorized by statute.
 - 2. Reimbursement for expenditures will not be made without a receipt regardless of pre-approval.
 - 3. Reimbursement for an employee's out-of-pocket expense include:
 - a. Transportation
 - 1. Mileage
 - 2. Airfare (round-trip coach) or Other travel modes
 - 3. Car rental
 - b. Lodging at Government or Conference rate
 - c. Meals / Gratuities
 - d. Parking fees
 - e. Conference / Workshop fees

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4. Non-reimbursable Expenses include but are not limited to:
 - a. Long distance telephone calls
 - b. Food and beverages not included in regular meals
 - c. Added hotel room expenses such as ini-bar, pay-per-view television, spa treatments
 - d. Alcoholic beverages
 - e. Entertainment tickets or fees
- G. Receipts must be attached to an itemized report of expenditures and must be submitted to the Business Office upon return to work.
- H. In the rare instance that a receipt is not provided by a vendor, such as a bus or taxi, an employee may, in lieu of a receipt, include an explanation of the circumstances and the cost on the itemized request for reimbursement.
- I. Time spent at conferences or in workshops on Saturday or Sunday is to be included in an employee's 40 hour work week. Those hours cannot be accrued as plus time. They should be incorporated into the employee's work schedule for that pay period.
- J. Travel time to and from conferences or workshops during normal work hours will be considered work time.
- K. Part time employees are eligible for pay while attending meetings as authorized by the Library Director.
- L. Whenever possible, the Library van is to be used for travel to and from meetings.
 1. Priority on use is given to the person traveling the farthest distance from the Library.
 2. For conference travel, priority is given to staff members traveling back and forth each day.
- M. Mileage Reimbursement:
 1. When the Library van is not available, staff will be reimbursed for use of their own vehicles by filing an Indiana state mileage form with the Business Office.
 2. Library Board members and Library employees may be reimbursed for actual miles traveled in their own motor vehicle on official business of the Library.
 3. Mileage will be reimbursed at the prevailing rate established by the State of Indiana as approved by the Library Board and entered into the Board minutes as a permanent record.

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4. Mileage shall be calculated by actual odometer readings, unless a standard distance has been established for specific locations.
5. In lieu of odometer readings, the State Board of Accounts will accept the use of fixed or official highway map mileage or mileage figures obtained from recognized internet map sites.
6. Reimbursement for mileage should not include travel to and from the Board member's or employee's home and the Library in which he or she works.
7. Reimbursement shall be issued for the lesser of:
 - a. actual miles traveled from the Library to the venue and back or
 - b. actual miles from the employee's home to the venue and back.
8. If two or more persons ride in the same motor vehicle, only one mileage reimbursement is allowable.
9. General Form No. 101 shall be used for claiming mileage and is available in the Library Business Office.