

Dundee Library Reimbursement Policy

Responsibilities outlined in Job Descriptions include both outreach and programming needs that may occur off-site. Employees are eligible to claim mileage reimbursement for work-related travel using their personal vehicle totaling 10 miles or more round trip. Multiple local trips cannot be combined in order to meet 10 miles or more. Employees may not claim mileage for travel when other travel options are available and the employee chooses to transport themselves. Employees may not claim mileage for their daily commute to and from work.

Employees should use the Mileage Reimbursement Request to document their travels. The starting point should be the location they left from and include total mileage round trip.

Dundee Library staff shall be reimbursed for approved travel expenses which were incurred on behalf of the library as stated below:

- a) Mileage expenses will be reimbursed at the IRS rate in effect on the dates of travel.
- b) Meal expenses will be reimbursed at the federally established guideline rates in effect on the dates of travel.
- c) Other transportation expenses will be reimbursed at cost provided that the lowest cost travel method was utilized under the circumstances.
- d) Other expenses incurred on behalf of the library while traveling shall be reimbursed at cost.

No reimbursements shall be made without adequate documentation to support the expenditures.

No reimbursements shall be made if a receipt indicates a purchase of alcoholic beverages.

Reimbursement requests must be pre-approved and/or outlined by the Library Director, and for the Director, by the Board of Trustees. In the event the complete Board of Trustees is unavailable, approval may be given by the Board President.

This policy does not apply to mileage reimbursement that is included in grants.