

# Naples Library Travel/Expense Reimbursement Policy

## Travel/Expense Reimbursement

Employees will be reimbursed for pre-authorized expenses, such as: Library related travel mileage, parking, tolls, hotel expenses, airfare, or other business expenses incurred on behalf of the Naples Library.

Reimbursement for mileage is set at the current IRS rate per mile (2024 is \$.67/mile). If travel is related to OWWL business, staff may apply for reimbursement through OWWL for \$.3275/mile, Naples Library will reimburse the difference for a total of \$.67/mile. The Library Director will submit The OWWL *Mileage Reimbursement Form for Member Libraries* as needed. The meal allowance is not to exceed \$50 per day. The employee must complete the *Naples Library Travel/Expense Reimbursement Claims Form*, attach all itemized receipts and submit it to the Naples Library Director.

The Naples Library annually budgets funding to allow staff to attend job-related seminars, workshops, courses, and meetings to conduct official Naples Library/ OWWL business. This funding covers travel, meals, conference registration costs, and hotel lodging when necessary. Distance to hotel/venue must be a minimum of 80 miles in order to qualify for lodging reimbursement.

Note: Staff Development and Travel Expenses will be reflected as separate line items in the budget.

## Approval

All staff development and travel expenses require pre-approval by the Naples Library Director. The Director's overnight conference/other development and travel expenses require pre-approval by the Board of Trustees at a regularly scheduled Board Meeting. If pre-approval by the Board of Trustees at a regularly scheduled Board Meeting is not possible, the Board President may approve the Naples Library Director's development/travel expenses.

## Reimbursement of Expenses

Allowable expenses include airfare, mileage, lodging, meals, registration fees, and gratuities. An itemized statement of expenditures together with receipts must be submitted to the Naples Library Director for approval.

- Itemized receipts or proof of payment will be required.
- Expenses for alcohol and recreational substances will not be reimbursed.
- Lodging Hotel accommodations require pre-approval. Minimum distance is 80 miles to qualify for reimbursement.
- Reimbursement for mileage is set at the current IRS rate per mile. (2024 is \$.67/mile)
- Travel to OWWL or travel for OWWL related activities, mileage will be supplemented by OWWL. ( \$.3275/mile)
- Meal allowance is not to exceed \$50 per day.
- The employee must complete the Naples Library Travel/Expense Reimbursement Form, attach all itemized receipts and submit it to the Naples Library Director

## Mileage Notes

- The costs of commuting to and from work are not allowable.

- Mileage will be reimbursed for round-trip travel between the Naples Library or home and the location of an allowable business function.
- If an employee departs from or returns to their home instead of the Naples Library, only the miles in excess of the normal daily commute can be submitted for reimbursement.
- If an employee travels on a day that is not a workday, all mileage traveled should be claimed as the employee would not be commuting to work on that day.
- When attending a multi-day conference, it is only necessary to deduct the employee's normal commute on the first and last travel day.
- If carpooling, only one claim can be made for mileage per event.

### Release Time

Time will be permitted for pre-approved staff development, attendance at meetings, etc. and travel. Travel during the workday is considered work and compensatory time may be earned for travel time to and from activities.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on April 20th, 2022, amended on March 20 2024.