

BAY COUNTY LIBRARY SYSTEM TRAVEL POLICY

PURPOSE

The purpose of this policy is to provide information and guidance for all employees who incur expenses when traveling to conventions, seminars, conferences, workshops and meetings. This policy will also help to ensure that all related expenditures are recorded in a proper and timely manner in compliance with the annual budget as adopted by the Bay County Library System Board of Trustees.

APPLICATION

This policy applies to all travel expenses that are to be reimbursed by the Bay County Library System. Employees are responsible for compliance with this policy and for the accuracy and appropriateness of all paperwork, including receipts, submitted for reimbursement of expenses. Employees traveling on behalf of the Bay County Library System are expected to exercise the same care in incurring travel expenses that a reasonable and prudent person would if traveling on personal business.

REQUEST FOR TRAVEL

A Bay County Library System Professional Growth Travel Request Form (attachment A) must be filled out completely and submitted to the Finance Department in the Administrative office at least five workdays prior to departure. This form must be used if an employee is traveling to a convention, seminar, workshop, conference, and all other training programs that are promoting professional growth.

Travel requests must be approved by the employee's supervisor or Managing Librarian, and reviewed for appropriateness and availability of funds by the Assistant Director.

TRANSPORTATION

All Bay County Library System transportation travel is expected to be accomplished by the most economical and reasonable means available.

Employees must possess both a valid driver's license and insurance coverage at the minimum levels required by the State of Michigan. The Bay County Library System assumes no liability for employee's vehicles used while on library business. Collision damage to privately owned vehicles is covered under the owner's private insurance carrier while injury is covered under Worker's Compensation.

Mileage reimbursement for actual miles driven while using a privately owned vehicle will be made at the standard mileage rate set annually by the Internal Revenue Service. The Finance Department will inform all employees as soon as possible following notification by the IRS of the annual standard mileage rate. When two or more employees travel in the same privately owned vehicle, mileage reimbursement will be paid only to the owner of the vehicle. The mileage distance will be calculated using the employee's office address as the starting point, unless the actual starting point (i.e. employee's house) is closer to the destination.

Employees will be reimbursed for car rental, taxi/shuttle fares & tips, parking fees, and highway toll charges as long as these expenses are documented with receipts and critical to completing the trip.

The expense of traveling by public carrier (i.e. air, bus, taxi, or train) will be based on actual cost. All public carrier travel will be purchased at the lowest available economy fare. If an employee chooses to travel at a higher fare, they will be required to pay the cost differential. Mileage reimbursement will be allowed for travel in a privately owned vehicle when traveling from home to a public carrier terminal and return.

Employees will not be reimbursed for parking violations or traffic violation tickets obtained while on Bay County Library System business.

MEALS

Employees will be reimbursed for meal expenses incurred during the time encompassing the actual travel time to and from the point of the destination as specified by the annual IRS meal reimbursement rates.

Expenses for alcoholic beverages will not be reimbursed.

Altered receipts will not be reimbursed.

LODGING

Employees will be reimbursed for lodging expenses incurred whenever overnight stay is required. Employees submitting a Travel Expense Voucher for reimbursement of lodging expenses must attach a supporting receipt identifying the name and address of the commercial lodging establishment, the date(s) and rate of lodging and total charge.

REQUEST FOR REIMBURSEMENT

For reimbursement of transportation, meals, and lodging costs employees must fill out and submit a Travel Expense Voucher to the Finance Department as follows:

- Filled out completely
- Filled out accurately
- Approved by Managing Librarian/Supervisor

- Proper supporting documentation must be included

Employees traveling locally and seeking only reimbursement for mileage must fill out and submit a Mileage Reimbursement Form (attachment C) to the Finance Department as follows:

- Filled out completely
- Filled out accurately
- Approved by Managing Librarian/Supervisor

Travel Reimbursement checks will be issued in accordance with the Accounts Payable check run schedule.

Any employee who fraudulently misrepresents travel expenses submitted for reimbursement will be subject to disciplinary action and/or prosecution.