Policy 4002
Adopted April 20, 2021
BUSINESS SERVICES

Travel Expenses

It is recognized that, in order to properly fulfill the educational functions of the library system, attendance at professional meetings is somewhat necessary for both Board members and library personnel. The district will pay actual and necessary expenses for such attendance when authorized in writing by the Director of Library Services

A. Travel costs to and from the airport or train station, including parking expenses and tolls;
B. Airline costs or train tickets;
C. Mileage reimbursement at the current Internal Revenue Service rate. When an option to carpool is available, the driver will be reimbursed at an additional rate of 5 cents per mile. Only the driver of the vehicle will be reimbursed for mileage charges
D. Lodging costs at a rate to be approved by the District Librarian;
E. Meal costs up to $16.00 for breakfast, $17.00 for lunch and $28.00 for dinner. Individual meal allowances may vary, but in no event shall they exceed $66.00 for the 24-hour period. On the first and last day of travel maximum amount for meals will be $49.50.
F. Receipts required for reimbursement on meals.