

MILEAGE REIMBURSEMENT For Staff

Reimbursement to the employee who uses their personal vehicle on Tri-Township Public Library District business will be at the rate per mile as set by the Internal Revenue Service's yearly recommendation.

TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT For Staff

The Tri-Township Public Library District shall reimburse all employees for reasonable out-of-pocket expenses incurred while traveling on authorized Tri-Township Public Library District assignment or while engaged in authorized Tri-Township Public Library District business. The nature and amount of expenses may vary according to the objectives of the employee's assignment, the surrounding circumstances of the assignment, the employee's position and the employee's responsibilities within the Tri-Township Public Library District. The Tri-Township Public Library District is on a per diem program for reimbursable expenses as set by the board of trustees regarding the travel and business in question. It is expected that employees will take full advantage of all commercial discounts, wherever possible.

The policy covers travel and ordinary living expenses incurred while away from the normal duty location. Also, reimbursable expenses are expenses incurred near the Tri-Township Public Library District which are not part of normal living costs (e.g., authorized lunches/dinners with employment candidates).

An expense report form, identifying the authorized expenses, must be completed by the employee and submitted with receipts and documentation to Accounts Payable through the employee's immediate Supervisor and Department Head within 3 work days of the time the expenses were actually incurred. Failure to submit claims within 30 days following the date when expenses are incurred will result in denial of the claim.

Cash advances are to be approved only when a material need is established. A check request form for a temporary cash advance must be submitted through and approved by the employee's immediate Supervisor and appropriate Vice President. Cash advances shall also be settled within 3 work days of the time the expenses are actually incurred.

Only those expenses directly related to Tri-Township Public Library District business will be reimbursed. Original receipts and invoices submitted with the expense report should be itemized and state clearly the specific details, including the service performed or the individual(s) entertained. Generic receipts (receipts which cannot be identified as authentic because the establishment name is not printed or stamped legibly) are not acceptable. Failure to submit supporting documentation will delay payment and may result in non-payment of the expense. Alcoholic beverages are generally not considered to be a reimbursable expense.

To conform to Tri-Township Public Library District and IRS policy, entertainment expenses require the following documentation: Place and type of entertainment provided; names and titles of individual(s) entertained; business purpose of entertainment; and all related (itemized) receipts.

Under normal circumstances, the Tri-Township Public Library district mileage and travel policy is not to reimburse for entertainment or meal expenses where only Tri-Township Public Library District employees are involved.

The following categories cover the most common reimbursable expenditures when incurred for authorized Tri-Township Public Library District business. However, the list is not intended to be all-inclusive: Lodging, meals, transportation (air, auto rental, and rail), tolls and parking, telephone and fax service, gratuities (generally not more than 15%), and mileage reimbursement when driving private vehicles.

Employees using their personal vehicles while on Tri-Township Public Library District business must have auto insurance coverage. They will be reimbursed at the per-mile rate set by the administration when this use is approved by senior management. Daily miles traveled must be logged to ensure compliance with IRS directives and Tri-Township Public Library District policy. Gasoline is only reimbursed when using rental cars or Tri-Township Public Library District vehicles.

Questions relating to compensation for business, business travel or advance authorization for expenses should be directed to the Director of Human Resources.