



Reimbursement of Expenses

Last modified **OCTOBER 18 2023**

The Rowan County Public Library (“the Library”) reimburses staff and/or members of the Library Board of Trustees for out-of-pocket travel expenses incurred in the performance of their duties, including the attendance of continuing education events.

ELIGIBILITY

Only preapproved expenses shall be reimbursed, and travel expenses should be minimized to the extent reasonably possible under applicable circumstances.

To request reimbursement, an appropriate form must be submitted with receipts and/or other supporting documentation, as appropriate, attached. Approved expense forms will be signed by both the President and Secretary of the Board and submitted to the Executive Director and/or Treasurer to facilitate reimbursement.

To be eligible for reimbursement, claimed expenses must be documented by original receipts. No expenses will be reimbursed for friends or relatives accompanying a Library employee or Board member on Library business, nor will expenses be paid or reimbursed for travel unrelated to Library business or for any extension of stay beyond completion of Library business.

MEAL EXPENSES

The following procedures shall guide the reimbursement of expenses for meals incurred during the execution of official Library business. Under no circumstances shall the Library reimburse the cost(s) of alcoholic beverages.

Travel

Board members and/or Library staff who engage in preapproved out-of-town travel on official Library business will be reimbursed for any reasonable expenses incurred for meals while traveling, based upon local per diem rates.

A Library-issued credit card may not be used for meal expenses during travel.



Reimbursement of Expenses

Last modified **OCTOBER 18 2023**

Business Meetings

Board members and/or Library employees may occasionally meet during meals or invite special guests (e.g. visiting authors, visiting performers, and/or potential employees) to meals. The Board must approve all expenditures for such meals in advance, and such expenditures shall be made using a Library-issued credit card.

Business meeting meal expenditures should be reasonable and appropriate for a given event, with care taken to minimize the expense to the Library. Excessive expenses shall become the responsibility of the Board member(s) and/or employee(s) by whom they are incurred.

TRAVEL

The following procedures shall guide the reimbursement of expenses for travel incurred during the execution of official Library business. Under no circumstances shall the Library reimburse the cost(s) of traffic safety violations and/or citations.

Mileage

When preapproved, out-of-town travel on official Library business is conducted using a Board or staff member's personal vehicle, mileage accrued during such travel should be recorded and will be reimbursed by the Library. Mileage shall only be reimbursed for the shortest of the most direct routes between either the Board member's or employee's residence and the destination, or between the appropriate Library facility and the destination. Routine mileage reimbursements may be requested monthly.

Mileage shall be reimbursed at the rate approved by the Kentucky Finance and Administration Cabinet for the fiscal quarter in which the travel occurred.

To request reimbursement, a completed mileage reimbursement form must be submitted within 30 days of returning from the applicable travel.

A Library-issued credit card shall be used for gasoline expenses only when the relevant vehicle is one owned, rented, or leased by the Library.



Reimbursement of Expenses

Last modified OCTOBER 18 2023

Special Transportation

Airline fare for a Board member's or employee's preapproved, out-of-town travel on official Library business shall be paid for in advance by the Library. The Board must approve the rental or lease of a vehicle on behalf of the Library in advance, and expenses thus incurred shall be paid for using a Library-issued credit card.

Taxis and similar ride-sharing services must be paid using a Board or staff member's personal funds, but the Library shall reimburse reasonable expenditures of this type upon return from travel. Board members and employees should make reasonable efforts to seek out the most economical means of travel available to them, to minimize the expense to the Library.

Lodging

Costs incurred for a Board or staff member's lodging during preapproved, out-of-town travel on official Library business shall be paid for by the Library. The Executive Director and/or the Board must approve all expenditures for lodging in advance, and such expenditures shall be made using a Library-issued credit card.

Care should be taken to minimize lodging expenses to the Library. Whenever possible, lodging reserved for conferences and similar events should be obtained at any discounted rate offered for that event. Optional and/or additional expenses beyond the cost of lodging (e.g. premium television service or room service) should not be added to lodging expenses and shall not be reimbursed by the Library.