

TRAVEL AND TRAINING

The Urbana Free Library encourages the continuing education of Library employees and members of the Library Board of Trustees related to their service to the Library. Questions about specific aspects of a training or conference opportunity should be discussed with the employee's supervisor or the Executive Director.

1. AUTHORIZATION

Attendance at conferences, continuing education, or training requires prior supervisor authorization via a funding request form completed by the appropriate people. The funding request form shall include the name and title of the person making the request, the date(s) of the conference or training, and the nature of the conference or training. Board members submit funding request forms to the Executive Director. It is preferred that this form be completed and submitted at least two weeks before the event. The amount authorized for reimbursement must be approved in advance.

2. COMPENSATION

All travel and training opportunities are considered worktime for all employees, excluding meal periods.

Employees will be compensated for no more than 8 hours/day or 39 hours/week. (Time spent at lodging, receptions, or special activities is not compensable.)

a. Reimbursement

Reimbursement will be made for necessary and reasonable expenditures incurred while on official Library business in accordance with this policy and/or based on a travel allocation determined in advance. Only actual out-of-pocket costs will be reimbursed and receipts are required for everything except tolls. The Library does not allocate any fixed *per-diem* amounts. Expense reimbursements will be subject to the maximum allowable according to this policy. If a funding request form is submitted by a Trustee, the form must be submitted with an estimate of the expenses to be reimbursed or receipts for the expenses incurred. If a funding request form is submitted by an officer or employee that includes a request for expenses exceeding the maximum allowable under this policy, the form must be submitted with an estimate of the expenses to be reimbursed or receipts for the expenses incurred. The maximum allowable reimbursement for officers or employees may be exceeded but only under emergency or other extraordinary circumstances and only upon the Board of Trustees approving such expense after a roll call vote during a regular open meeting. All expense reimbursements for Trustees shall be approved by a roll call vote of the Board during a regular open meeting.

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The Library will only pay costs incurred for the time actually on Library business. Costs incurred while on personal time will be paid by the employee. Payments made directly to a vendor may be paid in advance.

Cash advances for unbilled expenses are made only with Executive Director approval.

b. Registration Fees

Up to the full cost of registration for a conference or seminar will be paid by the Library. Membership fees for professional organizations are the responsibility of the employee or Trustee unless it is less expensive for the Library if the person becomes a member of the organization and receives the member rate for the conference or anticipated future attendance during the membership period.

c. Transportation

- The least expensive mode of transportation should be selected, taking into account staff travel time. For long distances, the Library may limit reimbursement to the minimum cost of a round-trip airline ticket or gasoline only. The Executive Director must approve all long-distance travel.
- Private vehicle travel will be reimbursed at the current federal General Services Administration standard mileage rate (not to exceed the cost of round-trip air fare). Whenever possible, when two or more employees are traveling on Library business, car-pooling is recommended.
- Train travel should be at the lowest fare that offers reserved seating.
- Air travel requires prior Executive Director approval. When traveling by air and between airports and meeting sites or hotels, the least expensive portal-to-portal service should be chosen.
- The Library reimburses all parking fees. Receipts must be submitted.
- Cab fares to and from airports, hotels, meals, and conference events are reimbursable. Receipts must be submitted.
- The Library pays for rental cars when needed and when the cost of other required transportation is higher than the total cost of the rental car use, including parking. Specific prior approval from the Executive Director is required.
- The Library reimburses tolls. Receipts are not required.

d. Lodging

The Library reimburses up to the total cost of lodging, including taxes, at the current federal General Services Administration rate for the location of the training or conference. The Library encourages employees to share rooms with other conference attendees if possible. A receipt detailing charges (dates of stay, cost of room, tax, etc.)

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must be submitted. All employees should be prudent in choosing overnight accommodations; however, it is recognized that it is usually beneficial to the employee and to the Library to stay in accommodations arranged by the conference. If a family member lodges with an employee, the Library reimburses the single room rate.

e. Meals

- Full-day travel—The Library reimburses direct out-of-pocket meal and incidental costs (except alcohol) up to the maximum allowed at current daily federal General Services Administration levels for the city being visited.
- Partial-day travel—The Library reimburses direct out-of-pocket costs for the separate amounts listed for meals and incidentals (except alcohol) as allowed by the federal General Services Administration.
- Conference events—With prior supervisor approval, the Library will pay for the full cost of meals associated with an event. The difference between the conference meal cost and the Library's standard allowance for that type of meal will be added to the daily maximum reimbursement.
- When the cost of the meals for approved events is an integral part of the registration fee, the employee shall deduct the allowance referred to above for each meal included in the registration fee.

f. Incidental Expenses

- The Library reimburses the cost of meal tips, which are included in the meal reimbursement allowance.
- Tips to hotel staff are reimbursed at the maximum incidental expense limit as allowed by the federal General Services Administration.
- Telephone calls, faxes, and Internet access fees are reimbursable while performing official Library business, but expenses should be kept to a minimum.

g. Entertainment Expenses

The Library will not reimburse any expenses related to entertainment.

3. ENFORCEMENT

Policy enforcement is the responsibility of the Executive Director. The Executive Director or Associate Director (in the Executive Director's absence) may make written exceptions to this policy.

Adopted November 10, 1992

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