

## **DeKalb Public Library Travel Reimbursement Policy**

The DeKalb Public Library is a non-home rule unit of local government. The Library Board of Trustees finds it in the best interest of the Library to adopt a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees in compliance with Public Act 099-0604 established the Local Government Travel Expense Control Act, codified at 50 ILCS 150/1.

*Approved by the Board of Trustees 05/2023*

### **DeKalb Public Library Travel Reimbursement Procedures**

1. The Library will reimburse employees and Board members for travel, meal, and lodging expenses incurred for official business conducted on behalf of the Library, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or Board member's official duties.
2. Employees must obtain prior approval for business-related travel by the Library Director and submit receipts for per diem allowances. Board Members must obtain prior approval from the Board and submit receipts for per diem allowances.
3. Reimbursement shall not be paid for any expense which is not related to the business and affairs of the Library.
4. Employees and Board members are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.
5. If you are unsure whether an expense is reimbursable, please contact the Library Director prior to undertaking the expense.
6. The total maximum allowable reimbursement for travel for Library purposes without prior approval from the Board is \$300. The maximum allowable reimbursement for travel expenses shall be limited to the regulations set forth by the U.S. General Services Administration or Internal Revenue Service for per diem, lodging, and mileage for the area of travel. Airfare or other transportation will be reimbursed at the actual cost.
7. Reimbursable expenses include:
  - a. Meals – The Library will reimburse for actual and reasonable meal expense when travel is required. A full day's meal and incidental expenses may not exceed the per diem amounts for the travel location as prescribed by the GSA regulations in place at the time the expense is incurred. Meals provided by the conference or seminar must be deducted from the per diem allowance. The cost of food may not include the cost of alcoholic beverages.
  - b. Personal Automobiles – Personal vehicles used for Library business must be licensed and insured as required by Illinois law. Mileage reimbursement will be based on mileage from the Library to the off-site location of the official business, not from the employee's or Board

member's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. Reimbursement will be made at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

- c. Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
- d. Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Library will also reimburse baggage fees for one bag each way, if not already included in the airfare.
- e. Parking – Parking fees will be reimbursed only with a receipt. Travelers are expected to select the least-expensive parking option available to them. Valet parking will not be reimbursed.
- f. Public Transportation – In the case of local training or official business where an employee or Board member chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the Library to the site of business (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace.
- g. Other Transportation – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
- h. Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Library business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Board.

- 8.** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
- 9.** When an employee or Board member is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library, except for meal events at a Board-sponsored function where the attendance of spouses or a guest has been approved by the Library Director.
- 10.** No employee or officer of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- 11.** All travel, meal, and lodging expenses incurred by any member of the Board must be approved by roll call vote at an open meeting of the Library Board of Trustees
- 12.** Any travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Library must be approved by roll call vote at an open meeting of the Library Board of Trustees prior to payment. Documentation of expenses must be provided within 30 days of the completion of travel and any excess from the per diem must be repaid.
- 13.** Any travel, meal, and lodging expenses incurred by any employee or official of the Library that is in excess of the maximum allowable reimbursement, as defined in this Policy, must be approved by roll call vote at an open meeting of the Library Board of Trustees.
- 14.** All other expenses that have not been defined by this policy are subject to the Library Director's approval.
- 15.** Before an expense for travel, meals, or lodging may be approved the following minimum documentation must first be submitted, in writing, to the Library Director on a Travel, Meal, and Lodging Expense form:
  - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
  - b. The name of the individual who received or is requesting the travel, meal, or lodging expense;
  - c. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense;
  - d. The date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.
- 16.** All documents and information submitted regarding travel reimbursement are public records subject to disclosure under the Freedom of Information Act.

## DeKalb Public Library Travel Meal, and Lodging Expense Report Form

**Name of Board Member or Employee:**

**Title/Position:**

**Name and Date of Activity/Event:**

**Check Number (if applicable):**

**Credit Card Receipt Number (if applicable):**

**Description of the purpose of the expense:**

**Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):**

Mileage (from Library to off-site location):

Meals (meal and cost):

Parking:

Hotel/Lodging

Car rental:

Airfare:

Other Transportation (bus, train, taxi, shuttle, etc):

**Employee/Board Member Signature:**

**Date:**

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**Library Director Signature:**

**Date:**

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**ATTACH ALL RECEIPTS**