

**1G | Travel Expense Reimbursement****Revised:** 5/8/19**Purpose**

This Policy establishes the guidelines for reimbursement of travel and other related expenses for employees and official of the Library and shall be in compliance with the Illinois “Local Government Travel Expense Control Act,” 50 ILCS 150/1, *et seq.*, and as amended from time to time hereafter (“the Act”), and pursuant to the requirements set forth herein.

**Definitions**

**Travel expenses:** those expenses directly incident to official Library district travel by employees or trustees which involve reimbursement or direct payment to private companies providing transportation or related expenses. Travel expenses include ordinary and reasonable travel, meal, and lodging costs incurred for the authorized and legitimate purposes of the Library, excluding entertainment expenses.

**Entertainment expenses:** those expenses covering shows, amusements, theaters, circuses, sporting events, or any other activity of public or private entertainment or amusement. Entertainment expenses do not include such expenses if ancillary to the purpose of the program or event for which reimbursement if otherwise authorized.

**Guidelines**

The standard travel expense reimbursement form provided by the Library must be completed and authorization for travel expenses obtained prior to the activity or travel for which reimbursement is sought, unless preapproval is not reasonably possible. The completed standard travel expense reimbursement form must include:

- The employee/official’s name; and
- Title/office of the employee; and
- Travel dates; and
- Cost estimates for transportation, lodging, meals, and other necessary costs; or
- Receipts for the cost of the travel, lodging, and meals if the expenses have already been incurred.

The employee or official should indicate whether per diem or actual reimbursement allowances will be requested. The lowest reasonable cost option(s) shall be chosen whenever possible. The reimbursements authorized under this Policy may be exceeded only due to an emergency or other extraordinary circumstance, as determined by the Board of Trustees.

Reimbursement for an employee's or trustee's travel expenses shall be as follows, and shall only be permitted as allowed in the Act:

1. For those activities which involve training or study as recommended or directed by law or by an applicable agency or entity with oversight or regulatory authority over the Library or for activities which further the knowledge or expertise of the employee or trustee, or involve the sharing of such knowledge or expertise, or which involve professional collaboration with others in the professional library field.
2. The maximum allowable reimbursement for travel expenses shall be the per diem expense or the actual, ordinary and reasonable expenses incurred.
  - a. Per diem expenses are based on the Federal per diem rates, as published by the IRS, for the actual dates of travel.
  - b. For actual expenses, the original receipts or proofs of payment are required.
3. No employee or trustee may receive reimbursement for any entertainment expense.

Any authorized expense reimbursement requested by a Trustee must be approved by a roll call vote at an open meeting of the Board of Trustees.

Any authorized expense reimbursement requested by an employee that exceeds the maximum allowed amounts in this Policy must be approved by a roll call vote at an open meeting of the Board of Trustees.

This Policy shall be in addition to any current regulations, requirements or guidelines on expense reimbursement for employees or officials of the Library. In the event of any inconsistency or conflict, the provisions of this Policy shall control.

## **Related Policies:**

Membership Reimbursement

**Adopted:** 11/9/16

