

ACADIA PARISH LIBRARY

TRAVEL POLICY

PURPOSE

The Acadia Parish Library Board recognizes that Library personnel and library board members may be required to travel or incur other expenses to conduct library business and to further the mission of the library. It is the policy of the Acadia Parish Library to reimburse only reasonable and necessary expenses actually incurred.

TRAVEL AUTHORIZATION

The library director or President of the Library Board of Control shall authorize all library related travel.

REPORTS REQUIRED FOR TRAVEL REIMBURSEMENT

Each employee claiming reimbursement for travel must submit a written report of such travel to the library director. This report must include the following information:

1. Date expense was incurred.
2. Destination or location (i.e. city) where expense was incurred.
3. Mileage traveled if using personal vehicle.

RATE OF REIMBURSEMENT

Any employee or trustee who is authorized to use a private vehicle in the performance of library business shall be reimbursed at the current rate allowed by the Internal Revenue Service for business expense mileage.

Any library employee or trustee authorized to travel on behalf of the library by bus, airplane or otherwise shall be reimbursed the exact cost of such fare. The library shall pay transportation costs no greater than tourist class air fare for all individuals travelling. When overnight lodging is necessary, the library shall reimburse the employee the exact cost of such lodging.

A library employee or trustee can be reimbursed for certain incurred expenses only if they are properly receipted and documented. These expenses include:

1. Transportation expense such as bus, train, or air fare
2. Registration fees for seminars, conferences, etc.
3. Hotel accommodations not to exceed a double room rate.
4. Meals and reasonable tips
5. Parking at the hotel or airport and transportation expense while traveling between the terminal and hotel.
6. Special expenses specifically authorized by the library director or library board president

All library employees and trustees are expected to exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.