



REIMBURSEMENT OF TRAVEL, MEAL & LODGING EXPENSES POLICY

Purpose

In compliance with the Local Government Travel Expense Control Act, the La Grange Park Public Library will reimburse employee and officer travel, meal, and lodging expenses that meet the criteria established below. Employees and officers are expected to exercise care in incurring expenses for official business.

Definitions

"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.

"Travel" means any expenditure directly incident to official travel by employees and officers of the library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Authorized Types of Official Business

Travel, meal, and lodging expenses will be reimbursed for employees and officers of the library only for purposes of official business conducted on behalf of the library. These include but are 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 officer's official duties. Anyone who is unsure whether an expense is reimbursable should seek clarification from the executive director.

Categories of Expenses

1. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 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.
2. **Personal Automobiles:** Mileage reimbursement will be based on mileage from the library location to the off-site location of the official business, not from the employee's or officer'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. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed 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.
3. **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. 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. All automobile rentals must be pre-approved by the executive director in advance of travel and should only be utilized when public transportation is unavailable or unduly burdensome.
4. **Public Transportation:** In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen.



5. **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.
6. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. 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 without approval from the executive director.
7. **Meals:** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, or \$30 per day, whichever is less. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. No employee or officer will be reimbursed for purchases of alcoholic beverages.
8. **Vacation in Conjunction with Business Travel:** 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. **Accompanied Travel:** When a traveler 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.
10. **Parking:** Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
11. **Entertainment Expenses:** 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.
12. **Emergency Expenses:** In the event of an emergency necessitating travel or the incurrence of a travel expense while on or related to library business, the requirements in this policy shall be waived prior to incurring the expense. Within thirty (30) days of the expenditure, the emergency expenditure shall be reported to the Board of Library Trustees in an open meeting.

Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the executive director on a Travel, Meal, and Lodging Expense form:

1. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. The name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. The date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this policy are public records subject to disclosure under the Freedom of Information Act.

Approval of Expenses

1. **Expenses for Members of the Library Board of Trustees:** Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.
2. **Expenses for Employees:** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Library Board of Trustees) in excess of the \$1,000 per fiscal year must be approved in an open meeting by a majority roll-call vote of the Library Board of Trustees.



Employees must submit receipts for reimbursement within thirty (30) days of travel and/or expenditure.

3. **Advanced Expenses:** 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.
4. **Other Expenses:** All other expenses that do not fall within the categories previously listed are subject to the executive director's approval.



TRAVEL, MEALS, AND LODGING EXPENSE REIMBURSEMENT FORM

Please submit for preapproval and/or attach all receipts once expense has been incurred.

Name	
Title/Position	
Activity/Event	
Date of Activity/Event	
Hours Spent Traveling	
Hours Spent Off Site	
Purpose of the Event	
Mileage (less normal commute)	
Meals	
Parking	
Hotel Lodging	
Car Rental	
Airfare	
Other Transportation (bus, train, taxi, etc.)	
Total Cost	

Employee's/Officer's Signature: _____ **Date:** _____

Library Director's Authorization: _____ **Date:** _____