



BERWYN PUBLIC LIBRARY

Travel Expense/Mileage Reimbursement Policy

Purpose:

The Berwyn Public Library will reimburse employees and trustees for pre-approved travel expenses in accordance with Illinois "Local Government Travel Expense Control Act", 60 ILCS 105/1

Authorized types of Travel:

Travel, meal, and lodging expenses will be reimbursed for employees and trustees of the Library only for the purpose 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 trustee's official duties. If you are unsure whether an expense is reimbursable, please contact Administration.

Categories of Expenses:

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Only coach or economy tickets will be paid. Once selected, the airfare will be booked using the Library credit card.
2. **Personal Automobiles** – Mileage will be based on the following guidelines:
 - a. If leaving from the Library and returning to the Library – Total miles driven
 - b. If leaving from home and returning home – Total miles driven. An employee or trustee 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, or chose to drive instead of fly.
3. **Public Transportation** – In the case of local training or official business where an employee or trustee chooses to use public transportation, reimbursement for use of public transportation will be for the cost of fare. If the employee or trustee drives to a location to take public transportation, parking fees will be reimbursed. Receipts must be submitted.
4. **Other Transportation** – Travelers should utilize hotel/motel shuttle services or other shuttle services if available. If none are offered, travelers will use the Library car sharing ride app. Receipts must be submitted for ride share services.
5. **Hotel/Motel Accommodations** – The Library will book a single/double room for any business related events, conferences or trainings at the discounted rate offered by the provider. Entertainment such as mini-bar, pay-per-view movies, sports events, room service etc. will not be allowed. Room(s) will be limited to the number of nights required to conduct the assigned Library business.
6. **Meals** – The Library will reimburse for actual and reasonable meal expense when travel is required. Meal reimbursement is limited to the current [GSA rates](#) in place at the time the expense is incurred. Submission of receipts are required. The purchase of alcoholic beverages will not be reimbursed.
7. **Fees** – The Library will pay for all charges pertaining to attendance at an approved conference, meeting or seminar including registration fees, conference dues and approved entertainment events.

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 will be paid for by the traveler.

1. **Accompanied travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred by the authorized traveler will not be reimbursed by the library.
2. **Parking** – Parking fees at a hotel/motel, conference center or other site will be reimbursed only with a receipt, and only for days traveler is on library business.
3. **Entertainment Expenses** – The Library will not reimburse an employee, trustee or additional traveler for any entertainment expense.

Local travel – Employees are required to use a Library-owned vehicle for travel within Illinois if a Library vehicle is available. If the employee chooses to use a personal vehicle instead, the Library will not reimburse the employee for gasoline or mileage. If a Library vehicle is not available, a personal vehicle may be used and a claim for mileage reimbursement may be submitted. The current IRS mileage rate will be used for reimbursement of all approved travel.

Approval of Expenses:

1. **Members of the Board of Trustees** – Travel, meal and lodging expenses incurred by any member of the Board of Trustees must be approved by a roll call vote at an open meeting of the Board of Trustees.
2. **Officials or employees other than members of the Board of Trustees** – Travel, meal and lodging expenses incurred by any employee not covered by paragraph 1 in excess of the maximum ITR or SGA rate must be approved in an open meeting by a majority roll-call vote of the Board of Trustees.
3. **Other expenses** – All other expenses that do not fall within the above paragraphs are subject to approval by the Library Director.

Travel, Meal and Lodging Expense Report Form:

Upon completion of approved travel, employee and/or trustees must complete a Reimbursement for Travel and Meeting Costs form. All receipts must be attached for reimbursement request. In certain circumstances, a City of Berwyn (Library) credit card may be used to pay for items. All receipts for expenses related to the usage of the credit card must be submitted to Administration.

Compensation:

If an employee is traveling by airplane, train bus or other means of transportation during hours she/he are not regularly scheduled to work, she/he will not be compensated for travel time. When an employee attends a seminar, conference or workshop, she/he is compensated for the hours usually worked that day. Neither overtime pay nor compensatory time will be paid or applied in this situation, so the employee should make every effort to adjust travel and conference schedules, work schedules or plan to use hers/his free time.