



KENOSHA PUBLIC LIBRARY

TRAVEL AND REIMBURSEMENT POLICY

The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.

I. INTRODUCTION

Kenosha Public Library Staff and Trustees will be reimbursed for actual approved expenses incurred in the conduct of KPL business according to this policy. All reimbursement rates will be subject to review and adjustment.

II. REQUIRED TRAVEL FOR KPL STAFF

When KPL **requires** an employee to attend a workshop or conference, KPL pays the registration fees and provides paid work time, up to 8 hours per day, for conference attendance plus any additional travel time. Travel within Kenosha County which is required by the employee's job duties need not be approved in advance.

III. TRAVEL AUTHORIZATION FOR KPL STAFF

KPL encourages its staff to participate in professional development and training. KPL grants paid work time and pays registration fees for staff attending work-related conferences, workshops, and meetings. Travel within and outside Kenosha County is subject to the following rules:

- Staff must complete the Expense Reimbursement Form anytime they intend to submit for reimbursement except for mileage which is requested as part of the employee's normal job duties.
- All employees who drive a vehicle on KPL business must have a valid driver's license and meet minimum insurance requirements established by the City of Kenosha. Employees who do not meet these requirements will not receive reimbursement for travel expenses.
- If travel has not been approved in advance, reimbursement will be at the discretion of the Director.

IV. TRAVEL AUTHORIZATION FOR KPL TRUSTEES

In the rare circumstances that a Board Trustee needs to travel out of town on KPL official business, they can submit receipts for reimbursement using the criteria below.

V. CONFERENCE AND TRAINING PRE-APPROVAL

Each year during the budget process, staff will be asked to plan for their next year's conferences and training that involve significant cost or travel. All conferences and trainings must be pre-approved in this process. Failure to receive approval may result in denial of funding and/or attendance. Once approval has been received, staff should follow the procedures established in the Travel & Reimbursement Procedures.

VI. TRAVEL EXPENSE FORM AND RECEIPTS

Receipts for all expenses claimed for travel reimbursement must be attached to a KPL Expense Reimbursement Form. All KPL staff and trustees shall itemize expenses and certify the validity of their claim with their signature. Expense Reimbursement Forms shall be submitted to the Administration Office within thirty days after the activity. Reimbursement for mileage and travel is subject to budgetary constraints.

VII. COORDINATION OF TRAVEL

For National and State conferences, the Administrative Specialist will coordinate travel for all pre-approved attendees. This will likely include transportation (airfare or train), registration, and conference hotels. Staff will then be provided with their itinerary and details. If staff want to deviate from this itinerary, they will be responsible for offsetting any cost differences.

VIII. TRAVEL REIMBURSEMENT FOR EMPLOYEES AND TRUSTEES

Staff who have KPL credit cards may use them for conference registration costs, but they should not be used for transportation or meals. KPL will reimburse its employees and trustees for expenses incurred on library business at the following rates:

- "IRS Standard Mile Rate for Business" for the current year for use of a private vehicle,
- Actual cost of meals and tips up to \$50 per full day in state and \$60 per full day out of state. Alcoholic beverages are not eligible for reimbursement.
- Actual cost of lodging up to the rate listed for in state or the specific city by the current State of Wisconsin Office of State Employment Relations "Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities." Many hotels in Wisconsin honor a government employee rate. For conference attendees, lodging at the conference hotel shall be reimbursed at the standard single-room conference hotel rate. Employees are encouraged to check on nearby hotel rates for comparison when they are not coordinated by the Administrative Specialist
- Actual tolls, parking fees, rental car expenses, necessary taxi fares. Parking at the airport or train station while on a work trip will be reimbursed.
- Actual coach fare for commercial transportation.
- Gratuities that are paid with meals or transportation up to 20%.

KPL will reimburse mileage from your normal work location to your destination when you are driving. Mileage from your home work location to the designated airport or train station will be reimbursed; exact amount will be determined by the Administrative Specialist while booking travel for attendees. Carpooling is strongly encouraged, and refusal to carpool in some instances may impact reimbursement amounts. For long distance travel over 100 miles one way, rental cars should be utilized. To rent a car, staff should work with the Administrative Specialist to make arrangements; on occasion, staff will make their own rental reservations and employees will use our government rate and choose the lowest cost vehicle option unless

an ADA accommodation is required for a specific vehicle. Employees attending the same conference for the same duration of time who choose not to carpool will not be reimbursed for mileage.

KPL employees shall be reimbursed for meal expenses for meetings and events over 4 hours duration.

IX. TRAVEL WITH FAMILY

A KPL employee or trustee may travel with their family on official business provided that family members do not displace other KPL staff or trustees who have a reason to travel to the same place. No family travel expenses will be reimbursable except for legitimate business-related expenses incurred by the KPL employee or trustee. Lodging will be reimbursed at the single room rate only. No lodging pet fees will be reimbursed.

X. USE OF THE KPL VAN

The KPL van is primarily for outreach services. When it is not in use for outreach services, it is available to authorized staff members for use in conducting KPL business. Van travel outside Kenosha County must receive the Director's advance approval.