

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Travel Reimbursement
POLICY NUMBER: 5025

5025.1 An employee's use of a personal vehicle for performing Library District business will be reimbursed at the current rate allowable by the Internal Revenue Service. Drivers are expected to use the most direct route possible. Such use of a personal vehicle is limited to 125 miles, one way, without specific authorization by the District Librarian.

5025.1.1 Meals are authorized at rates established by the Internal Revenue Service or the General Services Administration when they are part of the meeting or the travel involves more than a four (4) hour absence from the office. Under no circumstances are alcoholic beverages to be included in meal expense reimbursement requests.

5025.2 Travel for mileage expense of more than 125 miles, one way, without an overnight stay, must be approved by the District Librarian in advance of the departure. Any travel in excess of 125 miles requiring an overnight stay must be approved by the District Librarian in advance.

5025.3 Transportation to and from an airport (to travel on pre-authorized trips) may be by personal vehicle; reimbursement will be made as per Section 5025.1. Parking fees will also be paid if approved in advance by the District Librarian.

5025.4 Airfare, hotel reservations and conference registrations will be arranged by the Library District and whenever possible will be paid directly by the Library District.

5025.5 Receipts are required for all expenses except for public transportation system fares and taxi expenses under \$10.00. Tips may not be reimbursed unless they are included in the receipt. Receipts for pre-paid items, like hotel rooms, must be submitted after the trip.

Adopted 06/19/2006