

Travel and Mileage Expense Policy

Central Skagit Partial Rural Library District staff and its trustees shall be reimbursed for actual expenses incurred in the conduct of library business according to this policy. All reimbursements will be subject to review and adjustment.

ALLOWED EXPENSES

Transportation

1. Actual cost of air or other mode of travel on library business shall be paid. All travel is to be by coach/economy class. When possible, travel costs should be billed directly to the library credit card.
2. Actual expenses of transit, taxi, tolls and parking fees shall be paid. A receipt must be submitted if provided by the vendor.
3. The use of personally owned vehicles shall be governed by the following guidelines:
 - a. If an employee uses his/her personal vehicle, reimbursement will be at the prevailing IRS allowable rate.
 - b. Reimbursement for the use of personal vehicle will not exceed the cost of coach airfare, or mileage based on the most direct route to the destination and return, whichever is the lesser.
 - c. Personal vehicles must be covered by mandatory liability insurance.
 - d. If a rental car is used during travel, only a library employee may drive the vehicle.
 - e. Must have a valid driver's license.
4. An employee using a personal car during the workday for business travel must keep an Employee Mileage Log to be submitted with the Skagit County Travel Expense Voucher, one time during the month.

Meals

1. Actual expense of meals shall be reimbursed up to \$40/day while at a meeting, conference, convention, or work session on official library business. Receipts must be submitted for reimbursement using the Skagit County Travel Expense Voucher.
2. If meals are included in registration for a meeting or conference the expense can exceed the maximum of \$40/day in meals.
3. Alcoholic beverages will not be reimbursed.

Lodging

1. Actual cost of hotel or motel accommodations, including lodging taxes, business related telephone calls and parking fees included in any hotel or motel bill, shall be paid. Receipts are required for hotel/motel accommodation reimbursements.