

Hinsdale Public Library

Travel Expense Reimbursement Policy

Purpose

The Hinsdale Public Library (the Library) seeks to be compliant with the regulations stipulated in the Illinois “Local Government Travel Expense Control Act” (the “Act”), 50 ILCS 105/1.

Policy

Reimbursement of travel expenses for employees and officials of the Hinsdale Public Library shall be in compliance with the Illinois “Local Government Travel Expense Control Act” (the “Act”) and pursuant to the requirements set forth herein.

Travel Expenses

“Travel expenses” are those expenses directly related to official travel by employees or officials which involve reimbursement or direct payment to private companies providing “transportation or related expenses.” These expenses include ordinary and reasonable travel, meal, and lodging costs incurred for the authorized and legitimate purposes of the Library.

The Library uses the Per diem rates released by the U.S. General Services Administration to establish trip allowances.

Entertainment Expenses

No employee or official may receive payment for any entertainment expense, unless such expense is additional and secondary to the purpose of the program or event. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other activity of public or private entertainment or amusement.

Expense Authorization

The standard travel expense reimbursement form (Exhibit A) provided by the Library must be completed and authorization for travel expenses obtained from the Executive Director prior to any multi-day activity or travel, unless preapproval is not reasonably possible. The reimbursement form must include the following information: (a) the name of the individual who received or is requesting the travel, meal, or lodging expense; (b) the job title or office of the individual who received or is requesting the travel, meal or lodging expense; (c) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended; and (d) an estimate of the cost of travel, meals

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or lodging if expenses have not been incurred or a receipt for the cost of travel, meals or lodging if the expenses have already been incurred.

The employee or official should indicate whether per diem or actual reimbursement allowances will be requested. The lowest reasonable cost option(s) should be chosen whenever possible. (Employees should consider travel time and other factors when calculating cost.) The expenses allowable under this Policy must be approved by the Executive Director and can be exceeded only due to an emergency or other extraordinary circumstance, as determined by the Board of Trustees by roll call vote at an open meeting of the Board. In addition, Board approval in the same manner is required for expenses incurred by a member of the Board.

Reimbursement

Employees and officials are eligible for reimbursement for approved activities which involve training or study as recommended or directed by law or an agency or entity with oversight or regulatory authority over the Library or for activities which further the knowledge or expertise of the employee or official, or involve the sharing of such knowledge or expertise, or which involve professional collaboration with others in the employee's or official's professional field.

For actual expenses, the original receipts or proofs of payment are required.

Payment or reimbursement for an authorized employee's or official's travel expenses shall be as follows:

1. **Meals.** The Library will reimburse for actual and reasonable meal expense when travel is required. A full day's meal and incidental expenses should not exceed the per diem amounts for the travel location as prescribed on the U.S. General Services Administration website.
 - a. An employee may be reimbursed for more than the listed per diem for an individual meal, provided that the overall meal reimbursement does not exceed the total allowable per day.

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2. **Travel.** Maximum reimbursable rates for transportation are as follows:

Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (cost shall not exceed airfare)
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

3. **Lodging.** Employees should secure lodging that offers a governmental rate where possible. Please note that Library employees are not State of Illinois employees, and are not eligible for State discounts, only a "governmental rate." Rates for lodging reimbursement should not exceed the actual cost of travel as determined by the General Services Administration for the travel location. Any employee or official attending a conference or seminar may stay in accommodations arranged by the conference/seminar organizations and will be reimbursed for the conference lodging rates as negotiated for the event.

4. **Allowable Expenses.**

- a. Transportation to and from the destination. This includes the cost of a rental car or the standard mileage rate for driving a personally owned vehicle.
 - a. Staff should coordinate/share driving when possible.
- b. Tolls and parking fees incurred during business related travel.
- c. Taxi and public transit fares used for business travel.
- d. Tips for services related to any of these expenses.
- e. Internet/Wi-Fi, business calls, or other related business communications expenses.
- f. Checked luggage.

This Policy shall be in addition to any current regulations, requirements or guidelines on expense reimbursement for employees or officials of the Library. In the event of any inconsistency or conflict, the provisions of this Policy shall control. All documents submitted in accordance with this policy are public records subject to disclosure under the Freedom of Information Act.

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Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on November 29, 2016

Reviewed: 11/19/19.

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Exhibit A

TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

Name and title of the person who received or is requesting reimbursement of travel, meal, or lodging expense:

Name

Job Title/Office

Date or dates and nature of the Library business in which the travel, meal, or lodging expense was or will be expended.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

Documentation describing the Library business event or program is attached, if appropriate.

Attachments:

- (a) An explanation of the basis for your estimated travel expenses if expenses have not yet been incurred; or
- (b) Receipts if the expenses have been incurred.

You may provide the Library Board with such other documentation as would assist the Library Board consider your request for reimbursement.

In the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Name

Date