

**PERMITTED TRAVEL EXPENSES**

The Warren-Newport Public Library District shall reimburse expenses, including transportation, meals, and lodging, which are reasonably necessary for Warren-Newport Public Library District (WNPLD) business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the mission of WNPLD.

The maximum reimbursable amounts are as follows:

•                    •                    •

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (\$0.54 for 2016)
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

•                    •                    •

<b>Maximum Reimbursable Rates for Meals Per Day</b>	
Daily	\$45.00

•                    •                    •

<b>Maximum Reimbursable Rates for Lodging</b>	
Chicago and Suburban Cook County	\$200.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$200.00 / night
All other Illinois Counties	\$200.00 / night
Outside of Illinois	\$200.00 / night

**REIMBURSEMENT REQUEST FORM**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title/Office

- (2) Date or dates and nature of the Warren-Newport Public Library District (WNPLD) 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

- (3) Documentation describing the WNPLD business event or program is attached, if appropriate.
- (4) 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.
- (5) You may provide the WNPLD Board with such other documentation as would assist the Board in considering your request for reimbursement.
- (6) At the discretion of the WNPLD Board, additional documentation relevant to the request for reimbursement may be required.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date