

Warren-Newport Public Library District **Staff Manual**

512 Business Travel Expenses

Effective Date: 07/12/2006

Revision Date: 09/21/2010; 05/07/2012; 02/08/2013; 12/20/2016; 9/15/2020

The Warren-Newport Public Library District (WNPLD) will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Department Manager.

An employee whose travel plans have been approved is responsible for making their own travel arrangements. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by WNPLD. Such reimbursement will not exceed the estimated budget without the written approval of the Executive Director. Employees are expected to limit expenses to reasonable amounts.

After travel has been approved, a cash advance to cover reasonable anticipated expenses may be made to an employee. The employee should submit a written request to their supervisor no less than 10 working days ahead of when the advance is needed. The supervisor should immediately forward the approved request for a cash advance to the Administration Department.

Pursuant to the requirements of the Local Government Travel Expense Control Act, the WNPLD Board of Trustees regulates the reimbursement of travel, meals, and lodging expenses incurred by employees. Entertainment expenses are not reimbursable unless they are ancillary to the purpose of the program or event. Any reimbursement of employee travel expenses which exceed the maximum amount allowed must be approved by a roll call vote of the Board. (Ordinance No. 2016/2017-7)

Current travel expense reimbursement amounts are listed in Exhibit A. In addition to those costs, an employee may also be reimbursed for the actual reasonable cost of bridge, tollway and turnpike tolls, parking costs, and charges for telephone calls, fax, internet, and similar services required for business purposes. Reimbursement for tips on meals or taxi fare (including services such as Lyft and Uber) may not exceed 18% and 15%, respectively.

An employee who is involved in an accident while traveling on business must promptly report the incident to the Executive Director or to the employee's immediate supervisor and, at the earliest possible time, submit a written report of the accident to their supervisor. Vehicles owned, leased, or rented by WNPLD may not be used for personal use without prior approval from the Executive Director.

With prior approval, an employee on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, an employee is also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

The employee should submit a completed travel expense report within 14 days of the completion of travel. Requests for reimbursement above the maximum allowable amount should be submitted on the Reimbursement Request form (Exhibit B appended) and will require Board approval. Both forms (Exhibits A & B appended) should be accompanied by receipts for all expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Warren-Newport Public Library District
Lake County Illinois

PERMITTED TRAVEL EXPENSES

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

The maximum reimbursable amounts are as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement
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

Maximum Reimbursable Rates for Meals Per Day	
Daily	\$55.00

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	\$250.00 / night plus applicable taxes and local fees
DuPage, Kane, Lake, McHenry and Will Counties	\$250.00 / night plus applicable taxes and local fees
All other Illinois Counties	\$250.00 / night plus applicable taxes and local fees
Outside of Illinois	\$250.00 / night plus applicable taxes and local fees

Ordinance No. 2016/2017-7
 Ordinance Regulating Reimbursement of Travel, Meal and Lodging Expenses

Warren-Newport Public Library District
Lake County Illinois

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 Library District business in which the travel, meal, or lodging expense was or will be expended.

Name of Event or Program: _____

Date(s): _____

Location: _____

Purpose: _____

- (3) Documentation describing the Library District business event or program is attached, if appropriate.
- (4) Attachments:
(a) An explanation of the basis for estimated travel expenses if expenses have not yet been incurred; or
(b) Receipts if the expenses have been incurred.
- (5) You may provide the Library Board with other documentation that would assist the Library Board in considering your request for reimbursement.
- (6) At the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Name

Date