

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Mileage Reimbursements

ADMIN 2-708

BOARD

SECTION: 700 – Fiscal Management

Approved: 01/15/98
Revised: 06/13/01
Revised: 05/10/07
Revised: 02/10/11
Reviewed: 02/13/14
Reviewed: 07/14/16
Revised: 01/10/19

POLICY

The Daniel Boone Regional Library (DBRL) shall reimburse Trustees and staff members for approved travel associated with budgeted DBRL activities. Staff are requested to drive library-owned vehicles for DBRL activities. If a library-owned vehicle is unavailable or if a manager determines that the use of the staff member's personal vehicle is authorized, the staff member shall receive reimbursement for the use of their personal vehicle.

Staff and Trustees will be reimbursed for the use of their personal vehicles for DBRL activities at the IRS standard mileage rate in effect at the time of travel. The IRS rate is intended to cover all normal expenses incurred for using a privately owned vehicle except for parking fees and tolls.

A staff member does not receive mileage reimbursement from their home to their first place of work unless the trip is a greater distance than the employee would normally drive to their regularly scheduled workplace, in which case the library will reimburse the employee for the difference of the additional miles. The same rule applies to the employee's trip home. That is, when the distance of the final trip from a workplace to the staff member's home is greater than the distance from the regularly scheduled worksite, the staff member will be reimbursed for the additional miles driven. Mileage shall be reimbursed for travel to meetings or between branches and back to the employee's regularly scheduled workplace. Mileage will not be reimbursed for travel between branches when a staff member is voluntarily picking up an extra shift.

Managers will be responsible for determining when an employee is performing work-related activities that require travel reimbursement.

Trustee reimbursement shall be based upon miles driven to and from their residences to scheduled library meetings and events.

Trustees and staff members acknowledge that their personal insurance is considered the primary insurance when using personal vehicles for DBRL work-related activities. Trustees and staff members acknowledge responsibility for maintaining adequate insurance with coverage levels as required by Missouri law and with coverage sufficient to pay for any loss

and damage to their vehicle when it is used for DBRL work-related activities. DBRL encourages Trustees and staff using personal vehicles for DBRL work-related activities to verify that their insurance policy covers work-related use of their vehicle. Also, DBRL warrants that it is not responsible for loss or damage to any personal property, including personal property stored in the vehicle.

All employees listed on the insurance company's driver's list shall be required to report all tickets or travel violations to their supervisor within thirty (30) days of occurrence.

PROCEDURE FOR USING PERSONAL VEHICLES

1. Staff members shall check the availability of a library-owned vehicle for DBRL work activities before using a personal vehicle.
2. The use of a personal vehicle by a non-exempt employee must be approved in advance by the employee's manager.
3. Trustees and staff traveling to the same work-related destination are encouraged to carpool.
4. For all work-related travel that is not for conferences, trainings, etc., the Trustee or staff member should fill out and submit the Mileage Reimbursement Request.
5. For staff travel, the staff member's supervisor or the Executive Director's designee shall approve the completed Mileage Reimbursement Request.
6. For Trustee travel, the President of the DBRL Board of Trustees or another officer shall approve the completed Mileage Reimbursement Request.
7. In completing the Mileage Reimbursement Request, the staff member shall use the following methods:
 - a. Mileage shall be calculated by mapping the addresses traveled on Mapquest or Google Maps and rounded up to the nearest whole mile, except for the standard library routes noted below.
 - b. If several distances are shown between two destinations and the route traveled is not known, the shortest distance should be used.
 - c. For standard library routes, the following one-way distances shall be used:

Route	Distance
CPL – SBCPL	16 mi.
CPL – CCPL	30 mi.
CPL – Hallsville	13 mi.
CPL – Holts Summit	35 mi.
SBCPL – CCPL	27 mi.
SBCPL – Hallsville	24 mi.
SBCPL – Holts Summit	20 mi.
CCPL – Hallsville	36 mi.
CCPL – Holts Summit	18 mi.

8. The appropriate completed forms shall be forwarded to the Administrative Office for reimbursement as described in Policy 2-707 (Warrants and Disbursement of Funds).