

## **DANIEL BOONE REGIONAL LIBRARY**

**SUBJECT: Staff Travel, Conference and Training Expenses**

**ADMIN 2-714**

### **BOARD**

**SECTION: 700 – Fiscal Management**

**Approved: 05/10/07**

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### **POLICY**

Daniel Boone Regional Library (DBRL) is committed to supporting the training and professional development needs of its staff in order to best serve the needs of the public. The library shall budget for all reasonable expenses associated with attending conferences, trainings, workshops, and other general travel directly related to library employment.

For librarians and managers, professional conference attendance is encouraged but not guaranteed. Travel and attendance at offsite training events requires prior supervisory approval and depends on available funds.

Travel procedures will be established to maximize budgeted funds and in accordance with IRS regulations.

### **PROCEDURES**

1. An employee must submit a "Request to Attend Conference/Meeting" form to their supervisor. The employee's supervisor and the Human Resources Manager must approve the request before the employee can begin travel and be reimbursed for conference or event-related expenses. An employee may attend free online training webinars with approval from his or her direct supervisor. If the online training webinar requires a registration fee, the Human Resources Manager must also approve the online training webinar.
2. The Human Resources Manager, in consultation with the appropriate manager, will decide which employees will be authorized to attend conferences and meetings. The Human Resources Manager may give priority to those employees who have not had the opportunity to attend previous events. The Executive Director will be consulted if there are unusual circumstances.
3. Reimbursement for meals and incidentals will be calculated on a per trip basis using the per diem rate established by the General Services Administration (GSA) for the particular overnight travel destination. For out-of-state travel departure and return days, the per diem rate will be pro-rated at seventy-five (75) percent. For in-state travel departure and return days, meal expenses will be reimbursed depending on the time of travel, not to exceed seventy-five (75) percent of the per diem amount. DBRL will reimburse banquet meals at MLA annual conferences and

other functions as approved by the Executive Director. Incidentals include tips to porters, baggage carriers, bellhops, hotel housekeeping, taxi drivers, restaurant servers, etc; transportation costs between places of lodging and where meals are taken. Transportation costs between the airport and home or hotel are included in transportation costs, not incidental expenses.

4. Meal costs for staff in same day travel status can only be reimbursed if one of the following IRS exceptions can be documented. The meal expenditure must be:
  - a. Directly related or associated to a substantial business discussion for a clear business reason in a clear business setting, such as a board meeting, staff meeting, staff training on work premises, etc.;
  - b. Directly related to and necessary for attending business meetings or conventions of certain tax exempt organizations, including chambers of commerce, business leagues or trade or professional associations, when attendance is required by DBRL.
  - c. De minimus. All of the following conditions have to be met for the meal to be reimbursed as a minor expense under law:
    - i. The meal is reasonable in value and is not provided regularly or frequently, and;
    - ii. Overtime work necessitates an extension of the employee's normal work schedule; and;
    - iii. The meal is provided to enable the employee to work overtime. Meals provided on the employer's premises that are consumed during the overtime period, or meal money expended for meals that are consumed during that period satisfy this condition.
5. Expenses for entertainment or alcohol will not be reimbursed under any circumstances.
6. Within two (2) weeks of returning from the trip, the employee should submit a completed Travel Reimbursement Request form with documents substantiating expenses to the Human Resources Manager. If the travel reimbursement request is sixty (60) days past due or the travel reimbursement request is made outside the budget cycle during which the conference occurred, it may be denied.
7. Receipts must be obtained for lodging, airfare and transportation. Every effort should be made to submit required receipts for trip expenses. When receipts are missing, the Human Resources Manager will use discretion in approving or denying payment.
8. Employees shall carpool to conferences and meetings when possible. It is the employees' responsibility to coordinate the carpool. The Human Resources Manager, in consultation with the Executive Director, must approve the use of multiple vehicles when more than one vehicle is deemed necessary. If there is an alternative transportation method available, such as a shuttle, then the rate of reimbursement for the travel shall be limited to the lesser of the per-mile reimbursement rate or the alternative transportation.

9. Employees arriving earlier or staying later than the conference dates for personal reasons will not be reimbursed for additional travel, hotel, meal or incidental costs for the personal time.
10. Employees shall drive to meetings held within a three (3) hour drive of the library's location. Reimbursement will be made as per Policy 2-708 Mileage Reimbursement. No overnight lodging will be approved for a one (1) day event unless authorized by the Executive Director.
11. A conference report summarizing the content of the meeting, seminar or conference should be submitted to the employee's manager within thirty (30) days of the event.
12. DBRL will reimburse job-related professional dues for professional librarians and managers of up to two hundred (200) dollars per employee per year. Employees shall submit their reimbursement requests to the CFO, who shall submit the requests to the Executive Director for approval.
13. A travel advance may be requested in cases of special circumstance or need. The Executive Director shall approve any travel advance issued to an employee. If a travel advance is given, any unspent funds along with expense documentation must be submitted to the Human Resources Manager within two weeks of the end of travel.