

DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Board of Trustees Membership, Conference and
Travel Expenses**

ADMIN 2-730

BOARD

SECTION: 700 – Fiscal Management

Approved: 11/15/01

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POLICY

Board members' participation in library associations, conferences and other library-related functions is vital to the mission of the Daniel Boone Regional Library (DBRL). Each fiscal year, the regional operating budget shall include a line item for Board travel, training and membership dues expenses.

DBRL shall establish procedures to reimburse a board member for all reasonable expenses associated with attending conferences, trainings, workshops, and other general travel directly related to the library. Mileage reimbursement shall be paid in accordance with Policy 2-708 Mileage Reimbursement.

PROCEDURES

1. **Association Membership Dues.** Any Board member who wishes to become a member of or maintain membership in a library association such as MLA, ALA or a library trustees' organization shall be reimbursed for payment of membership dues from budgeted funds. At the discretion of the Executive Director, membership dues may be paid directly by the library.
2. **Conference Registration Fees and Travel Expenses.** The Board President shall determine the number of Board members who will be authorized to receive reimbursement for travel expenses to each conference and shall make a reasonable attempt to keep the level of board travel expenses within the amount authorized by the budget. Reimbursement of Board travel expenses beyond that amount shall not be authorized unless a budget adjustment has been approved by action of the Board or unless the overage can be absorbed in the overall General Operating budget category.
 - a. Any Board member who attends a library conference may request reimbursement for payment of conference registration. At the discretion of the Executive Director, conference registration fees may be paid directly by the library.

- b. Any Board member who plans to request reimbursement for the costs of traveling to a library conference shall submit a written request to the Executive Director on or before the due date set by the Board President for each specific conference.
- c. From among those Board members who submit timely written requests, the Board President shall determine which Board members will be authorized to receive reimbursement, taking into account the following factors:
 - i. The projected costs for a Board member to travel to the event including transportation, lodging, and per diem amount for meals and incidentals as defined in paragraph f, below.
 - ii. The available budgeted funds.
 - iii. Whether the requesting Board member is making a formal presentation at the conference, is a member of a committee having a formal meeting at the conference, or has other specific conference responsibilities.
 - iv. Whether the requesting Board member has previously attended a library conference.
- d. Those Board members authorized to receive reimbursement for conference travel expenses shall be reimbursed for the reasonable expenses incurred for portal-to-portal transportation, lodging, meals and incidentals.
- e. Reimbursement for conference travel expenses shall not be paid to the Board member until after the conference travel has been completed unless the Board President authorizes a travel advance. Board members authorized to receive reimbursement for conference travel expenses shall submit itemized costs to the Executive Director on a DBRL Travel Expense Reimbursement form no later than two (2) months after conference travel has been completed.
- f. Receipts are required for portal-to-portal transportation, airfare and lodging. When receipts are missing, the Board President will use discretion in approving or denying payment. Receipts are not required for the reimbursement of meals and incidentals.
 - i. Portal-to-portal transportation costs are all transportation costs, including but not limited to mileage, airfare and baggage handling fees, incurred round-trip between the home of the Board member and the conference hotel.
 - ii. Lodging costs shall include full reimbursement for single or double occupancy. Additional lodging costs incurred by a Board member rooming with family members or friends who are not employees or Board members of DBRL will not be reimbursed.
 - iii. 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

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.

- iv. Expenses for entertainment or alcohol will not be reimbursed under any circumstances.
- g. Trustees arriving earlier or staying later than the conference dates for personal reasons will not be reimbursed for additional travel, meal or incidental costs.
- h. The trustee must travel to a conference or meeting using the most economical mode of travel. If a trustee chooses to drive to a conference although the cost of airfare would be less, the trustee will receive reimbursement equal to the cost of airfare. Also, the trustee will not be reimbursed for any additional travel, meal or incidental costs incurred by electing to use the more expensive form of travel.
- i. Each Board member who attends a conference as a representative of DBRL shall be encouraged to provide a written report of their conference activities to the Board no later than the second regular Board meeting following the conference.