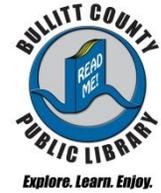


Travel and Meal Expenses Policy

Created 11/09/2004

Revised 2/10/2015



The library will make reimbursements to employees and board members if certain conditions are met:

- The expenses incurred by employees must be performed as part of the employee's job.
- All expenses must be reported and accounted for within a reasonable period of time.

MILEAGE REIMBURSEMENT

Bullitt County Public Library reimburses staff and Board members when using their personal vehicle for travel when they are on library business outside of Bullitt County. Travel within the county on library business will be reimbursed only if special pay scale considerations have not been made for a particular position. The reimbursement rate will match the State of Kentucky travel reimbursement rate, but will never exceed the Federal reimbursement rate. Miles traveled may be determined by actual miles or calculated from a standard online travel calculator.

MEAL REIMBURSEMENT

The cost of meals is reimbursed if library business takes the employee or board member outside of Bullitt County, excluding tips and alcoholic beverages. Receipts must be submitted at the time of the reimbursement request.

LODGING REIMBURSEMENT

Overnight stays are reimbursed if the employee or board member is on library business out of the county and not within a reasonable driving distance to return to the county, or if the scheduling of programs requires an overnight stay.

REIMBURSEMENT REQUESTS

All requests for reimbursements must be submitted on appropriate forms with appropriate supporting documentation.

SAFETY

Employees and/or Library Board members traveling in a Library-owned vehicle or in a vehicle that is leased or rented by the Library are required to wear seatbelts at all times. Employees and/or Library Board members traveling in a privately-owned vehicle while on Library business are also required to wear a seatbelt at all times.

Traffic violations and citations are the responsibility of the driver at all times. Any traffic violations that occur while on Library business could be cause for disciplinary action.