

APPENDIX J

EXPENSE REIMBURSEMENT GUIDELINES

**Time:** Paid time up to 7.5 hours/day will be allowed for meeting, conference and workshop attendance. Time in excess of 7.5 hours will be considered as a mutual advantage, subject to the guidelines in the Fair Labor Standards Act. However, the total number of hours spent on library business should be recorded on time sheets for insurance purposes.

**Meals:** NOLS reimbursement for meals that must be taken when a staff member is away from the job site. Reimbursement maximums are as follows:

Breakfast:	\$ 5.00
Lunch:	10.00
Dinner:	15.00

Tips exceeding 15% and alcoholic beverages are not reimbursable.

**Lodging:** There are no fixed maximums. Reimbursement for lodging will be determined on a case-by-case basis.

**Travel:** Allow up to the cost of the least expensive, reasonable means of travel. NOLS vehicles should be used whenever possible. Authorized use of a personal vehicle when a library vehicle is not available will be reimbursed at the current IRS rate for mileage. Authorized use of a personal vehicle when a library vehicle is available will be reimbursed at 70% of the current IRS rate.

*Adopted by the Board of Trustees April 22, 1993*