



# Policy HR 7.5 Compensation for Work Related Travel Expenses

Adopted by the Library Board of Trustees: 01/24/2013

Revised: 02/23/2017

The intent of this policy is to provide guidelines to employees, volunteers, and the Board of Trustees [hereafter referred to as NOLS representatives] when required to travel on official library business. All work related travel is to be done in the most economical and efficient manner.

When appropriate, NOLS representatives are to consider as an alternative to travel such options as: teleconferencing, video conferencing, video recordings, carpooling, using public transportation if available, and coordinating travel with nearby agencies that may be traveling to the same conference, workshop, training, or meeting.

## **1. Compliance with Americans with Disabilities Act**

When a NOLS representative is required to travel on the behalf of the Library and has a disability, NOLS will make every effort to accommodate the needs of the individual even when such travel may result in slightly more expensive travel costs. All disability related accommodation requests for travel will be done on a case-by-case basis. Examples of such accommodations may include the need for additional fees to accommodate a wheelchair on an airplane, or the need to provide auxiliary aids so an employee that has a vision or hearing impairment may travel.

## **2. Authorization for travel related to work related training events**

Any individual that must travel on the behalf of NOLS to attend continuing education events, seminars, workshops, conferences, or conventions must receive prior authorization for such travel from their supervisor, their branch manager, or the Library Director. The individual requesting permission to travel must submit a Travel Authorization Form or, when permitted, a written request for travel, to the supervisor. Requests must also be approved by the NOLS management team.

## **3. Covered travel expenses and reimbursement**

NOLS representatives traveling on behalf of NOLS will be reimbursed for travel expenses to include: lodging, meals, transportation, and miscellaneous travel expenses such as parking. For lodging, meals and incidentals, the per diem rates shall be based on 100% of the per diem rates as determined by the Washington Office of Financial Management Travel Regulations.

No expenses will be reimbursed without submittal of a Travel Voucher and an original, itemized receipt or other proper travel documentation.

Whenever possible a NOLS employee should use a NOLS vehicle for work-related travel. Authorized use of a personal vehicle when a library vehicle is not available will be reimbursed at the then-current IRS mileage rate. Authorized use of a personal vehicle when a library vehicle is available will be reimbursed at 70% of the current IRS rate for mileage reimbursement.

#### **4. Travel expenses not covered**

The following types of travel related costs shall not be reimbursed: alcoholic beverages, the cost of daily commute between the employee's official work station and official residence, personal expenses, entertainment expenses, transportation for non-library business, personal telephone calls, tips in excess of 15%, and any other costs associated with personal business.

#### **5. Work Day Compensation while attending work related training**

Any NOLS representative attending a Library related meeting, conference, or workshop will be paid up to 7.5 hours per day for each day. Employees are to attend a full schedule of workshops or training activities for each day they are in attendance at work related training events. If the actual hours in attendance are less than 7.5, employee will be compensated for actual hours worked.

Travel time to and from work related training events will be compensated at employee's normal rate for actual time spent in travel.

#### **6. Conference participation**

While in attendance at any training, conference or work related meeting, the NOLS representative is responsible for representing the Library with professionalism and conduct that does not discredit NOLS.

#### **7. Administration**

Managers and the Library Director are responsible for overseeing this policy.