



Policy HR 7.6 Reimbursement for Local Travel

Adopted by the Library Board of Trustees: 01/24/2013
Revised: 02/23/2017

Generally the intent of travel reimbursement is that employees are reimbursed for travel from one assigned work location to another assigned work location, but not when they travel from home to any work location. The amount of reimbursement is based on the NOLS-established actual mileage figure between the branches and the current IRS-approved mileage reimbursement rate. The amount of paid time is based on the actual time spent traveling.

When several members of one branch must attend a meeting or activity at an alternate branch or work site, they are expected to car pool. Mileage will be reimbursed only for the number of carpool vehicles necessary to accommodate the number of employees making the trip. The amount of the reimbursement will be based on the actual round trip distance between the two branches, or between an agreed upon central meeting place, and the alternate work site, provided the meeting place for the carpool is closer to the alternate work site than the primary branch. An employee choosing to drive or carpool from home or a different location is not eligible for mileage reimbursement.

The Director or Assistant Director may authorize mileage reimbursement to be paid to an individual employee for travel between home and an alternate work site under certain specific circumstances. These include:

- a. The travel is required by the employee's job assignment;
- b. There is no other vehicle, for which NOLS will be paying mileage reimbursement, also traveling between the two work locations at the same time;
- c. The timing of the meeting and/or the location of the employee's home, relative to the time and location of the alternate work site, is such that it would be highly illogical or burdensome to require the employee to first travel to his/her primary work site (for example, the employee lives in Joyce, has a primary work site in Port Angeles, and needs to arrive in Forks for an 8 a.m. meeting);
- d. Permission of the Director or Assistant Director has been granted in writing in advance of the travel.

I. Administration

The Library Director or designee is responsible for administering this policy.