

POLICY TITLE: Reimbursed In-city Expenses

ADOPTION/LAST REVISION: 7-9-96

- A. Expenses incurred by employees while in furtherance of their employment with the Marshfield Public Library, shall be reimbursed for qualified in-town expenses upon the filing of vouchers on forms approved by the Library. All such vouchers shall be accompanied by actual receipts of disbursements.

- B. Qualified reimbursable items.
 - 1. Travel - Automobile mileage is reimbursed at the rate that the Internal Revenue Service currently allows for income tax purposes.
 - 2. The reasonable meal expenditures of an out-of-town guest who visits the Library are reimbursable. A Library employee or official who accompanies an out-of-town guest of the Library will have his/her reasonable meal expenses reimbursed only if the claim for reimbursement includes pre-approval from the Library Director.
 - 3. Meal and registration costs of a section head, Library employee, or official of the Library, will be reimbursable if attendance at the meeting or program is requested by the Library Director or the Library Board.
 - 4. No alcoholic beverages are to be reimbursed.

- C. Meeting expenses.
 - 1. Expenses for all board members who are requested by the Library Board to attend function relation meetings or banquets shall be reimbursed by the Library in accordance with established procedures.
 - 2. When a regional or state-wide meeting or conference is hosted by the Library, employees and Board members shall be reimbursed for actual expenses in accordance with reimbursement procedures.