

## **GREEN GOLD LIBRARY CONSORTIUM TRAVEL AND EXPENSES POLICY**

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**Under normal circumstances, Green Gold Library Consortium employees do not travel beyond the scope of their job duties; however, in the event of necessary travel, the following guidelines will be followed.**

### ALLOWABLE EXPENSES

- Staff may be reimbursed for expenses of travel undertaken to conduct Consortium business or to attend continuing education activities such as conferences and workshops. Attendance must be approved by motion of the Green Gold Member Libraries.

Expenses normally paid by the Consortium are the following:

1. Registration fees
2. Transportation to and from the meeting site (reimbursement at the lowest obtainable fare or mileage at the current rate not to exceed the lowest fare)
3. Transportation between the airport and the hotel within a conference city when applicable
4. Transportation within a city to official activities when free transportation is not provided
5. Tolls and parking
6. Lodging
7. Food

### THRESHOLDS AND DOCUMENTATION

- Receipts are required for all expenses to be reimbursed. The receipt must identify what was purchased. There should also be documentation of the business/public purpose. Note: For meal charges, there should also be documentation of the individuals participating. There are no specific thresholds per category. Actual amounts spent on travel and expenses will be reimbursed in their entirety.
- Employees who use their personal vehicle for Consortium purposes will be reimbursed at the current rate if the Consortium vehicle was unavailable for use. For extended overnight stays, reimbursement for personal vehicle use is at the sole discretion of the Green Gold Member Libraries based on situational circumstance. This reimbursement is intended to compensate the employee for all costs related to the operation of his or her personal vehicle on Consortium business. The employee assumes liability for his or her personal vehicle in work-related travel.
- Requests for reimbursement for travel to a location other than your normal work location should be based upon total miles traveled less normal daily mileage to and/or from your work location. Requests for reimbursement must be made no later than 30 days following the date of travel.

Information required:

1. Dates of travel
2. Beginning point of travel
3. Destination
4. Number of miles traveled
5. Reason for travel to another location

APPROVAL

- If travel extends before or after employees' regular scheduled working hours, employees shall be granted comp time for these hours. Comp time must be used within the pay period in which it was earned if at all possible. If not possible, the employee must request permission in writing from his/her supervisor.
- Employees will not receive comp time for after hour functions if the function meets the following four criteria:
  1. The event is outside normal hours
  2. It is voluntary
  3. It is not specifically related to the employee's current job
  4. No work is performed during that time
- Reimbursement requests for travel and expenses made by all Green Gold Library Consortium employees must be approved by motion of the Green Gold Member Libraries.