



Policies and Procedures
Policy 0018

Travel	
Date of Origin: September 2, 1999	Approved By: Library Director & Library Board
Date(s) of Revision: April 16, 2015, July 20, 2017	Date(s) of Review:

It is the policy of the Stevens County Rural Library District to pay approved expenses for employees and trustees that travel on district business.

1. Travel Authorization Guidelines

Only travel necessary to conduct Stevens County Rural Library District (District) business or attend approved training activities and professional conferences will be authorized.

Compliance with the Americans with Disabilities Act

District employees and officials who are disabled shall be afforded equal opportunity to perform travel for official library business even if the travel costs for the disabled traveler will exceed what would normally be most economical to the library. Examples are, but are not limited to: When a traveler uses a wheelchair and it is necessary to pay more for an airline ticket, or when a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

2. Travel Authorization for District Employees and Trustees

Director: Travel is authorized to carry out the business of the District under the oversight of the Board of Trustees. (See Personnel Policy, Section 300.400, Compensation for Work-Related Travel).

All Other Employees: Travel is authorized to fulfill assigned duties and tasks with permission of their supervisor under the oversight of the Director. (See Personnel Policy, Section 300.400, Compensation for Work-Related Travel).

Trustees: Travel is authorized to attend approved meetings and functions of the office with approval by a majority of the Board of Trustees. (See Reimbursement Policy)

3. Job Applicants

Travel, lodging, and meal expenses for job applicants traveling to the District for an interview may be fully or partially paid with Director’s approval under the oversight of the Board of Trustees.

4. Mileage Reimbursement

Mileage reimbursement for personal vehicle use will be provided for authorized District travel according to the rate established annually by the Board of Trustees only if

- a. No District vehicle is available, and;
- b. The personal vehicle or driver is covered by mandatory liability insurance.

All mileage claims must be reported on a District [Travel Expenses Form](#), according to District procedure.

5. Travel Expenses other than Mileage Reimbursement

Only air travel, lodging and registration fees approved by a supervisor will be paid by the district. All out of pocket travel expenses such as car rental or parking fees that are not pre-paid by the district must be reported on a District [Travel Expenses Form](#) and will be reimbursed when approved by the supervisor.

6. Meals

Meals are reimbursed to attendees, at the per diem rates set for the city of travel (<http://www.gsa.gov/portal/content/104877>). Meal per diems are fixed rate reimbursements that do not require submission of receipts.

Overnight Travel: When an event requires an overnight stay the full per diem rate applies. No receipts are required. If a meal is included with the lodging or as part of the event, that meal shall be deducted from the daily per diem using the schedule referenced above.

Example: Lunch is included in the registration for a two-day conference in Seattle with an overnight stay. The total meal per diem for each day is \$64.00 minus the lunch rate of \$18.00. The resulting per diem paid for breakfast, dinner, and incidentals for each day is \$46.00.

Single Day Travel: The District will pay for lunch during travel which begins and ends in a single day at the established rate.

7. Advances

Advances of per diem funds are only available for overnight travel and may be requested on the [Advance of Per Diem Funds for Overnight Travel](#) form.