



**Policies and Procedures
Policy 0018**

Travel	
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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.

All Other Employees: Travel is authorized to fulfill assigned duties and tasks with permission of their supervisor under the oversight of the Director.

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

A. Compensation will not be provided for the following types of travel:

- I. Each employee is expected to travel to and from the regularly-assigned worksite with no payment for travel. There will be no travel compensation for a commute to, or from, a regular worksite.
 - Employees who regularly work at more than one location on separate work days (e.g., Employee A works at Loon Lake every Monday and Lakeside every Tuesday), will not receive mileage to or from either location. These locations are considered regularly-assigned worksites.

- II. Substitutes will not receive travel compensation to, or from, a work site.
- B. Other work-related travel approved by the supervisor will be compensated as follows according to the rate established annually by the Board of Trustees (if no District vehicle is available for use and the personal vehicle or driver is covered by mandatory liability insurance):
 - I. Employees traveling for business purposes during a workday will be paid their normal salary for travel time within the workday.
 - II. Employees using their personal vehicles for business purposes will be compensated for mileage from the library location where he or she started the workday, to the second (or more) locations.
 - III. Regular employees who are contacted to substitute (prior to leaving their home) at a location other than their regularly-assigned worksite, for that day, will be compensated for time and mileage that exceeds their designated time and distance of commute. All staff will be provided by administrative staff with their designated time and distance. (See example #3 below.)
 - IV. Mileage will be calculated as actual mileage traveled and should be reported on at least a quarterly basis.

Examples:

1. Jim regularly works at the Chewelah Public Library and lives in Chewelah. One morning, before work starts, Jim receives a call that he's needed as a substitute in Loon Lake for the morning. After finishing in Loon Lake, he will drive to Chewelah to finish his work day. Jim will receive mileage and time for travel to Loon Lake since it is exceed his regularly-assigned worksite commute. He will also receive mileage and time for travel back to Chewelah in the afternoon to finish his shift.
2. Patty is a substitute with no regularly assigned hours and she lives in Colville. She is asked to substitute in Northport, but first to stop in Kettle Falls to pick up a library shipment (holds and materials being routed to Northport) and to get the book drop in Marcus. Patty's work day will start when she arrives in Kettle Falls. She will be using her personal vehicle to travel to Northport, and will be conducting library business along the way, and therefore will receive time and mileage for her drive to Northport from Kettle Falls. If she carries a library shipment back to Kettle Falls, she will receive mileage and time for that trip. If, however, she returns home with no shipment, she will not receive mileage or time for the commute home.
3. Nicole lives five miles south of Colville. Her normal round-trip commute is 10-miles. If she is asked to sub in Chewelah before leaving home, her drive to Chewelah would be 15 miles, so her round-trip commute on that day would be 30 miles. Since she is "compensated for mileage and time that exceeds (her) normal commute" she would be compensated for a total of 20 miles.

All mileage claims must be reported on a District [Mileage Travel Expense 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.

8. Compensation for Approved Meeting, Conference, Workshop Time

- A. Approved attendance at meetings, conferences, workshops, etc., is considered an employee's work time and will be calculated as the actual time spent in attendance. If the activity is within the county, travel time will be allowed and compensated as defined in section 300.400. If the activity is outside the county, nonexempt employees will be compensated for actual travel time in accordance with Fair Labor Standards Act regulations.
- B. Such approved attendance should be scheduled into the normal workweek so overtime compensation (see Section 300.200: Salary-Overtime Compensation) is not required.