

TRAVEL REGULATIONS

The purpose of budgeting travel funds and establishing procedures for their use is to provide mobility for the library staff and trustees in carrying out necessary work for the Jefferson-Madison Regional Library and to reimburse staff for necessary expenses incurred when leaving their normal work place to perform library work or to attend appropriate continuing education programs designed to improve their ability to serve the Jefferson-Madison Regional Library.

Library Trustees may be reimbursed for official travel performed at their own expense, including monthly meetings, at a rate identical to the rate for official travel by library staff.

Intra-regional mileage reimbursement shall be approved for staff by the Branch Manager, Department Head, or Library Director. Mileage and travel time may be claimed when an employee travels between two library facilities, or from home (minus the normal commuter mileage and time) to a library facility that is not the employee's regular work station. Activities that qualify for paid mileage and travel time include travel to a JMRL facility other than the regular work station to work as a substitute or to attend a JMRL staff meeting, travel to a school to present a JMRL program and travel to city or county meetings to officially represent JMRL. The mileage reimbursement rate shall be identical to the rate for official travel adopted by the City of Charlottesville.

All other mileage and expenses shall be approved by the Library Director. Approved guidelines for travel outside the region include:

1. The particular benefit to the Jefferson-Madison Regional Library shall be identified and recorded on a travel application form.
2. When funds are necessary for activities clearly beneficial to the Jefferson-Madison Regional Library, full coverage of expenses shall be provided.
3. When benefits to the Jefferson-Madison Regional Library are less clearly definable, a proportion of expenses shall be provided as determined by the Library Director.
4. When benefits are determined to be purely personal, the staff shall be encouraged to undertake self-improvement, but not at Jefferson-Madison Regional Library expense.
5. Non-reimbursable items are personal expenses, alcoholic beverages, and entertainment.
6. Beneficiaries of this policy are expected to exercise prudent judgement in incurring travel expenses on official library business. Excessive or unnecessary expenses shall not be approved or reimbursed.
7. When making arrangements for lodging, beneficiaries of this policy must ask for the government, conference, or commercial rate discount.
8. Itineraries shall be planned to minimize travel required. Car pooling will be utilized when possible. When available and feasible, Jefferson-Madison Regional Library vehicles will be used. Reimbursement for use of private vehicles requires prior approval.
9. The Jefferson-Madison Regional Library will not reimburse for expenses that are not

accompanied by proper invoices or itemized receipts. Tips higher than 20% will not be reimbursed.