



**BOARD POLICY**

**TRAVEL POLICY**

**PURPOSE**

The La Conner Regional Library District Board of Trustees recognizes that there is benefit to the Library for staff to attend conferences, meetings, seminars, and other training opportunities. In order to encourage attendance, the Board of Trustees authorizes reimbursement for eligible expenses related to such travel, subject to budget restraints.

**DOCUMENTATION AND REIMBURSEMENT**

In order to be reimbursed, the original receipts must be kept as documentation of travel expenses.

Approved costs may be paid as reimbursement to employee, representative, or to the vendor who provided goods or services when an appropriate purchase order has been approved and issued in advance. The Board of Trustees shall develop procedures for reimbursement of expenses incurred by staff or officers of the district.

All requests for reimbursement must be in a timely manner as expressed in the Travel Procedures adopted by the board.

It is the responsibility of the director, staff and board to know and follow travel policy and procedures.

**LEGAL REFERENCE**

The La Conner Regional Library District shall comply with prevailing Skagit County and Internal Revenue Service (IRS) rules, regulations or other directives regarding payment and reimbursement of travel and subsistence expenses.

**RCW 42.24.090**

**IRS Publication 15, Employers' Tax Guide**

**ELIGIBILITY**

This policy applies to current Library Trustees and all library employees who are authorized to travel on Library related business. The board may deny authority to incur expenses, based on fiscal restraints placed on the library.

## **DEFINITIONS**

1. "Travel" includes travel to meetings both within the county and outside of the county.
2. "Traveler" refers to Board of Trustees and Library employees.
3. "Expenses" include all non-taxable reimbursable costs related to travel.
4. "Directly paid or charged to the Library" includes travel agency billings by invoice to the Library and charges on the Library credit card.

## **AUTHORIZATION**

All employee participation in travel activities shall require prior authorization by the Library Director, with approval of the Library Board of Directors at the next meeting. The Board may address limitations to travel.

The Library Director shall decide whether or not employee travel requests meets staff education goals as determined in Director's annual goals. The Director will determine if travel will significantly benefit the Library, if the absence will not unduly interfere with the employee's performance of job or work requirements, or the ability of the Library to provide timely service to patrons.

The Library Director shall determine the most cost-effective mode of travel.

## **RELATED DOCUMENTS**

[Travel Procedures](#), 802p1

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