

# **Hopkins County-Madisonville Public Library**

## **Board Reimbursement of Expense**

**Adopted: 10/16/2014**

**Revised: 2/18/2021**

The Hopkins County-Madisonville Public Library Board members may be reimbursed only for pre-approved out-of-pocket travel expenses actually incurred in the performance of their duties for the Hopkins County-Madisonville Public Library, including attendance of continuing education events. Prior authorization by a vote of the Library Board is required for expenditures to qualify for reimbursement. Travel expenses must always be minimized to the extent reasonably possible under the circumstances.

Original receipts must document claimed expenses. No expenses will be reimbursed for friends or relatives accompanying a Board member on Hopkins County-Madisonville Public Library business. No expenses will be paid or reimbursed for non-business-related travel or extension of stay beyond completion of the business of the Library. All travel expenses must be pre-approved to be eligible for reimbursement.

### **Travel meal expenses**

Board members who engage in pre-approved out-of-town travel on official Hopkins County-Madisonville Public Library business will be reimbursed for any reasonable expenses incurred for meals while travelling. The Library will not reimburse for the cost of alcoholic beverages. To request reimbursement, the Board member must submit a voucher with receipts attached. The voucher will be signed by the Board President and Secretary and submitted to the Library Director/Bookkeeper for reimbursement.

The Library-issued credit card may not be used for meal expenses during travel.

### **Business meeting meals**

The Hopkins County-Madisonville Public Library's Board members do, on occasion, meet during meals or invite special guests (such as visiting performers/authors, and potential employees) for meals. The Board will approve all expenditures for business meeting meals in advance. Expenditures for business meeting meals will be made on the Library credit card. No charges for alcoholic beverages will be paid by the Library. Business meeting meals should be reasonably priced, appropriate for the event, with care taken to limit the expense to the Library. Excessive expenses will become the responsibility of the Board members. Receipts for all business meeting meal expenses are required before reimbursement may be made.

### **Mileage reimbursements**

When pre-approved out-of-town travel on official Hopkins County-Madisonville Public Library business is conducted using a Board member's personal vehicle, mileage shall be recorded and will be reimbursed by the Library. Mileage will only be reimbursed for

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the shortest of the most direct routes between either the Board member's residence and the destination, or the Library and the destination. The Library credit card should not be used for gasoline expenses except when used for vehicles owned, rented or leased by the Library. Mileage will be reimbursed at the rate approved by the Commonwealth of Kentucky Finance and Administration Cabinet on a quarterly basis. Please ask the Director or contact the Business Office for the current rate.

Requests for reimbursement for mileage should be made to the Business Office using the *Mileage Reimbursement* Form which should be submitted within 30 days of returning from the event.

### **Special transportation**

Airline fares for a Board member's pre-approved out-of-town travel on official Hopkins County-Madisonville Public Library business will be paid for by the Library in advance. Taxis and similar ride sharing services must be paid using the Board member's own personal funds. The Library will reimburse reasonable taxi and ride sharing service expenditures upon the Board member's return. Pre-approved rental vehicles should be paid for with Library credit card. Board members should take reasonable efforts to seek the most economical means of travel available.

### **Lodging**

Pre-approved hotel expenses for pre-approved out-of-town travel on official Hopkins County-Madisonville Public Library business should be paid for with the Library credit card. Reasonably priced accommodations (for conferences, at the conference rate) should be sought. Only reasonable expenses related to the lodging itself will be paid for by the Library. No other expenses (telephone service, internet service, meals, etc.) should be added to the hotel expense.

### **Requests for reimbursement**

All requests for travel expense reimbursements must be submitted on appropriate forms with appropriate supporting documentation. For special trips (such as conference attendance), reimbursement requests may be made upon the Board member's return. Routine mileage reimbursements may be requested monthly.

### **Safety**

Traffic violations and citations are the responsibility of the driver.