

# Brookfield Public Library

## Travel Expense Policy

Adopted: 10/26/2016

The Library shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library's mission.

Statewide and national conference travel and accommodations will be arranged by the staff members of the Library Administrative department. Procedures and maximum reimbursable amounts are as follows:

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Transportation: Least Expensive Mode of Transportation Shall Be Used.

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach). Reservation arranged by Library.
Auto	IRS standard mileage rate at time of reimbursement
Rental Car	Lowest reasonable rate (compact vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

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Meals: Only For Meals Not Provided by the Meeting Venue. Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.

Maximum Reimbursable Rates for Meals	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
½ Day Before Noon	Breakfast Only
½ Day After Noon	Dinner Only

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Lodging: Reservations will be arranged by Library.

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	\$130.00 / night
DuPage, Kane, Lake, McHenry, Will and Sangamon Counties	\$85.00 / night
All other Illinois Counties	\$75.00 / night
Outside of Illinois	As approved by the Board

## REIMBURSEMENT REQUEST FORM

- (1) Name and title of the person who received or is requesting reimbursement of travel, meal, or lodging expense:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title/Office

- (2) Date or dates and nature of the Library business in which the travel, meal, or lodging expense was or will be expended.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

- (3) Documentation describing the Library business event or program is attached, if appropriate.
- (4) Attachments:
- (a) An explanation of the basis for your estimated travel expenses if expenses have not yet been incurred; or
  - (b) Receipts if the expenses have been incurred.
- (5) You may provide the Library Board with such other documentation as would assist in considering the request for reimbursement.
- (6) Per the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date