

Loutit District Library  
MILEAGE REIMBURSEMENT POLICY

When an employee, trustee or other volunteer travels for library purposes, he or she shall be reimbursed at the standard mileage rates for the use of a car (including vans, pickups, or panel trucks) as determined by the Internal Revenue Service of the United States Department of Treasury. The effective date of the mileage rate change shall coincide with the Internal Revenue Service rate change effective date.

Any person seeking reimbursement for travel expenses should have that travel pre-approved by the Library Director, whenever possible, and shall promptly submit a reimbursement request that details the date(s) of travel, origination and destination, the library purpose of the travel, the total miles traveled, and other information as required by the Library Director.

The Library Director shall have the right to determine the eligibility of the travel for reimbursement purposes.

The Mileage Reimbursement Policy previously adopted on January 25, 2005 is repealed.

Adopted by the Loutit District Library Board of Trustees on November 1, 2011.

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Mary Jane Belter, Secretary