

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 shall 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.

Originally adopted: January 25, 2005

Revised: November 1, 2011

Revised: July 10, 2018

**ACTUAL TRAVEL COSTS**

Name \_\_\_\_\_

Dates \_\_\_\_\_

Origination (City): \_\_\_\_\_

Destination (City): \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

**TRANSPORTATION**

Air/Train/Bus Fare \_\_\_\_\_  
Mileage Total miles \_\_\_\_\_ X 53.5¢ per mile = \_\_\_\_\_

MEALS	Day 1	Day 2	Day 3	Day 4	Day 5
Including tips (maximum 15%)					
Breakfast	_____	_____	_____	_____	_____
Lunch	_____	_____	_____	_____	_____
Dinner	_____	_____	_____	_____	_____
				Total meals	_____

LODGING	Day 1	Day 2	Day 3	Day 4	Day 5
Hotel/Motel	_____	_____	_____	_____	_____
				Total lodging	_____

OTHER EXPENSES (Please specify)	Amount
_____	_____
_____	_____
_____	_____

Total Other Expenses \_\_\_\_\_

Grand Total All Expenses \_\_\_\_\_

I certify that this is true and accurate.

Employee Signature \_\_\_\_\_