

Ely Public Library
Travel/Conference Policy

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Costs and fees incurred through attendance of, and travel to and from, conferences, workshops, continuing education classes or any official library business must be submitted 30 days prior to the Library Director for approval to attend said event. Reimbursement of fees, mileage and lodging may or may not be approved.

Paid time to attend

The Library encourages employees to improve their job-related skills and abilities through various continuing education classes, meetings, conferences and workshops. Within the limits of the budget, the Library may pay employees as hours worked for attending such opportunities which have a significant relationship to their job responsibilities. Time paid to attend said events may be prorated based on the hours employee works in a week. Prior approval from the Library Director is required.

Mileage Reimbursement

Within the limitations of the budget, library employees may be compensated for mileage to and from events when traveling outside a fifteen (15) mile radius of the city. Prior approval from the Library Director is required.

A signed record of mileage shall be submitted to the Library Director within a week of the approved event, and re-imbusement shall be calculated according to the current IRS mileage rate.

When two or more employees are traveling to the same event, carpooling is required.

Lodging

Within the limitations of the budget, library employees may be reimbursed for lodging when attending a conference. Reimbursement for lodging will be limited to the minimum number of nights required to conduct Library business. If the conference is held at a hotel, the employee should stay at the location of the conference. Prior approval from the Library Director is required.

When two or more employees are traveling to the same event, sharing of hotel room may be required.

Library employees may be responsible for any travel costs incurred without prior approval of the Library Director.

Adopted by the Ely Public Library Board 10/5/2016