

## **ZION-BENTON PUBLIC LIBRARY REIMBURSEMENT POLICY**

If an employee/trustee does not attend or complete a meeting, class, workshop, or other library-related event, he/she is responsible for reimbursing the library for any non-refundable fees (including, but not limited to travel and registration costs). No reimbursement will be made to an employee/trustee who has paid such fees and does not attend the event. An employee/trustee may submit an appeal in writing to the Director/Board of Trustees to claim reimbursement due to emergency.

Adopted 03/26/13