



# ZION-BENTON PUBLIC LIBRARY

## REIMBURSEMENT POLICY

Employees and Trustees may be reimbursed for Library- related expenses incurred while conducting Library business. Director approval should be arranged before incurring costs. Reimbursement may be for transportation, accommodations, event registration, communication, or meals.

While reimbursement for supplies or materials is possible, the first method of choice for procurement should be through library-facilitated purchasing methods. The Library is exempt from Illinois State sales tax.

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; Reviewed 10/24/2023, Reviewed 12/19/2023, Approved 1/30/2024