

ZION-BENTON PUBLIC LIBRARY REIMBURSEMENT PROCEDURE

Pursuant to Resolution 16/17-R-2, Regulating Reimbursement of Travel, Meal, and Lodging Expenses, Employees must complete a Reimbursement Request Form with appropriate documentation of anticipated expenses (i.e. email confirmation for meeting registration, mileage, lodging, parking etc.) and forward it to their supervisor for approval prior to incurring the expense. The supervisor will review the Permitted Travel Expense schedule and documentation, approve the request, and forward it to the Administrative Office for payment.

Trustees are to complete the Reimbursement Request Form with appropriate documentation of anticipated expenses (i.e. email confirmation for meeting registration, mileage, lodging, parking, etc.) and forward it to the Director for Board approval prior to incurring the expense. The Director will review the Permitted Travel Expense schedule and documentation, submit it to the Board to approve the request, and forward it to the Administrative Assistant for payment.

Receipts for all expenses must be attached to a hard copy of the Reimbursement Request Form after the expense is incurred and submitted to the Administrative Assistant before the expense will be paid. If a receipt is not available, another form of appropriate documentation must be attached.

For mileage reimbursement, a Google Map print out or equivalent must be attached. Refer to the Permitted Travel Expenses schedule for the current mileage reimbursement rate.

Record the START LOCATION to DESTINATION to END LOCATION. xx miles @ [IRS Standard Mileage Rate at the time of reimbursement] = \$.

Employees will receive the reimbursement as a deposit with their next pay check. Trustees will receive a check.