



ZION-BENTON PUBLIC LIBRARY

Permitted Travel Expenses

Addendum to Travel Policy

The library shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library Business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library's mission.

The maximum reimbursable amounts are as follows:

Maximum Reimbursable Rate for Transportation	
Air Travel	Lowest reasonable rate (coach) and actual reasonable rate for one standard-sized piece of luggage per flight
Auto	IRS Standard mileage rate at time of reimbursement (\$0.76 for July 1, 2026 – December 31, 2026)
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate plus applicable gratuity
Parking	Actual reasonable rate

Maximum Reimbursable Rate for Meals	
Per Diem 2026	\$80

Maximum Reimbursable Rates for Lodging	
In-State	Only the cost of the room and associated taxes and fees will be reimbursed.
Outside of Illinois	Only the cost of the room and associated taxes and fees will be reimbursed.

Source: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2026&state=IL&city=&zip=

Revised 9/29/2026.