

## TRAVEL POLICY

### Purpose and Scope:

The Deer Park Public Library realizes the importance of a knowledgeable staff and encourages growth and development through participation in educational and training programs and conferences. This policy outlines the Library's reimbursement practices for travel expenses. Prior approval must be obtained before attendance at any training program or conference.

Allowable expenses include round trip mileage (ground transportation for local attendance), airfare (round trip), hotel and meal reimbursements, and conference registration which have been incurred by the staff member.

The Office of the State Comptroller states:

Employees should submit an itemized claim in a timely manner after returning from official business travel. Required documentation generally includes:

- An original signed copy of your standardized travel form
- A copy of the approval form for travel or conference attendance
- Original receipts for all actual and necessary expenses

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- The audit of claims, required by law, is an essential internal control for ensuring that travel policy requirements are followed by all employees

*Source: OSC brochure Managing Your Travel and Conference Expenses*

<https://www.osc.state.ny.us/localgov/costsavings/travconfexpense.pdf>

### Conference Request Form:

The request form is to be used for events outside of Nassau and Suffolk counties. An estimate of expenses to be incurred should be shown. Prior approval by the Director is required.

### Travel/Meeting/Conference Reimbursement Request Form:

Utilizing the worksheet provided, expenses are to be summarized in the reimbursement request. All original receipts must be submitted with the form.

### Mileage:

Round trip mileage for local attendance shall be reimbursed according to current *IRS Standard Mileage Rates*.

When traveling from home to a location other than the Library, or from a location other than the Library to home, the distance traveled for reimbursement is computed by first subtracting the distance from one's home to the Library.

For example: If an employee travels from home to a meeting and then to the Library, the Library will reimburse the employee the mileage from home to the meeting and then to the Library, minus the distance from home to the Library.

#### **Air Travel:**

Staff may have their airline reservations made through the Library Business Office. If the staff member is making his/her own reservations, a copy of the credit card billing statement must be supplied.

#### **Transportation To and From Home Airports:**

Staff shall be reimbursed accordingly with original receipts submitted to the Library Business Office. Travel to and from "home airports" (LaGuardia, JFK, Newark and MacArthur) is capped at \$90 each way.

#### **Other Forms of Transportation:**

Other forms of transportation (railroad, buses) shall be reimbursed accordingly with original receipts submitted to the Library Business Office.

#### **Lodging:**

The Library will reimburse the staff member the actual cost of accommodations within a reasonable level. Reimbursement is at single occupancy rate. Deer Park Public Library is not subject to state tax when staying at a hotel in New York State. New York State and Local Sales and Use Tax, Form ST-129 is to be submitted to the hotel. A copy of the staff member's credit card billing statement is required if accommodations have not been paid directly through the Library Business Office.

#### **Meals:**

The Library does allow reimbursement for meals and incidental expenses (e.g., tips) up to \$75 each day. Any expenses exceeding this amount are the responsibility of the attendee. Reimbursement procedure requires the staff member to provide original receipts. When sharing a meal with others separate checks are required.

#### **Miscellaneous:**

Reasonable and necessary costs for automobile parking will be reimbursed.

Reasonable and necessary gratuities will be reimbursed.

Other expenses will be reimbursed if determined to be reasonable and necessary. Supporting original receipts, documents, etc. must also be provided.

**Expenditures Excluded From Reimbursement Include the Following:**

Any expenditure on behalf of anyone not a Deer Park Public Library staff member or Trustee;

Side trips which are not reasonably part of the program or conference;

Purchase of alcoholic beverages.

The Library does not provide reimbursement based upon reconciliation of expenses between parties. Any settlement of expenses between staff members or Trustees is the responsibility of the individuals involved.

**Request Forms:**

Use Conference Request Form and Conference Reimbursement Request Form for approvals.

Reimbursement Request is to be submitted within 45 days after the conclusion of the conference.

New York State and Local Sales and Use Tax, Form ST-129 is to be submitted to hotel, if in New York State.

*Approved by Board of Trustees March 23, 2016*

**CONFERENCE REQUEST FORM**

This form is for use by any individual who will be attending a conference at which an expenditure will be incurred and who will seek reimbursement for such expenses. Please attach any appropriate descriptive material.

Name \_\_\_\_\_

Conference/Meeting Title \_\_\_\_\_

Location \_\_\_\_\_ Date(s) \_\_\_\_\_

<b>EXPENSE CATEGORY</b>	<b>DETAIL</b>	<b>ESTIMATED COST</b>
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Lodging

Meals

Mileage

Air Fare

Conference Admission Fees

Other

TOTAL:

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPROVAL FOR ATTENDANCE**

Library Director \_\_\_\_\_

Date \_\_\_\_\_

## CONFERENCE DAILY WORKSHEET

Dates of Conference:  
 From: \_\_\_ / \_\_\_ To: \_\_\_ / \_\_\_

Submitted by: \_\_\_\_\_

Conference \_\_\_\_\_

<b>Only submit charges with ORIGINAL receipts.</b>							<b>This Total is to be added to back of form</b>	
						Pd by Employee	DPPL Cr Cd.	<b>Summary Total Lodging</b>
Lodging								\$
<b>Meals (Co-Workers Submit Separate Receipts):</b>								
	<u>Day</u> #1	<u>Day</u> #2	<u>Day</u> #3	<u>Day</u> #4	<u>Day</u> #5			
<i>Breakfast</i>								
<i>Lunch</i>								
<i>Dinner</i>								
								<b>All Meals</b>
<b>Total</b>								\$
<i>Daily</i>								
<i>\$75 CAP</i>								
<i>INCL TIP</i>								
<b>Travel:</b>								
<b>Mileage</b>								
<b>Travel Exp*</b>								
<i>*Airport Svc</i>								\$
<i>Cap \$90 Incl Tip</i>								
<b>Airfare</b>								\$
<b>Conference</b>								
<b>Other Fees</b>								
								<b>Other Fees Total</b>
								\$

**NOTES:**

**OFFICE USE:**

DUE EMPLOYEE: \$

DUE DPPL: \$

**CONFERENCE/TRAVEL SUMMARY**

This form is for use by any individual who has incurred expenses at a Conference or Meeting.

*Note: Original detailed receipts for all expenses claimed must be submitted with this form.*

Name \_\_\_\_\_

Conference/Meeting Title \_\_\_\_\_

Location \_\_\_\_\_

Date(s) \_\_\_\_\_

**EXPENSE CATEGORY**

**ACTUAL COST** (from back of this form)

**Lodging:**

\$

**Meals:**

\$

**Travel Expense/Mileage:**

\$

**Airfare:**

\$

**Conference Admission:**

\$

**Other Fees:**

\$

**TOTAL EXPENDITURE**

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_