

Samuels Public Library Guidelines for Reporting of and Reimbursement for Expenses

Reimbursable Expenses: Attendance at any event charging fees requires prior approval of the Library Director. Only reasonable and necessary expenses incurred by employees while in the performance of their duties are reimbursable. Only those expenses incurred by the employees themselves are reimbursable except when business guests are approved in advance.

Public Transportation: For all public transportation round trip or other reduced fare basis must be used when applicable. Travel shall be by the most direct and economical route possible.

Transportation by Personal Automobile: Use of personal automobiles on Library business may be allowed at the discretion of the Library Director. Business mileage will be reimbursed at the established Internal Revenue Service mileage rate or at such other rate that may from time to time be fixed.

Parking and Tolls: Reasonable fees will be reimbursed with receipts.

Lodging: Reasonable lodging expenses while traveling on business are reimbursable, provided that where the absence of an employee from his or her place of residence does not exceed four hours, lodging expenses will not be allowed.

Meals: Reasonable business meal expenses are reimbursable. . Supporting detailed statements covering all meals shall include the date, place (name of restaurant, hotel, etc.), itemized receipt showing what food and beverages were consumed and the amount expended.

Alcoholic beverages: Under no circumstances is reimbursement allowable for alcoholic beverages.

Telecommunications Charges: Reasonable, identifiable business telecommunications charges while traveling will be reimbursable. In connection with reimbursable lodging, reasonable, identifiable charges for calls to the employee's place of residence will also be allowed.

Registration Fees: Pre-approved fees for registration, tuition, admission, and materials for approved conventions, conferences, seminars, and association and organization meetings are reimbursable.

Gratuities: At authorized events, gratuities may be included in a special rate structure and, if so, will be reimbursed. Otherwise, reasonable gratuities are reimbursable.

Library Credit Cards: Use of a Library credit card, including purchases for supplies and materials whether for use at or outside the Library, is subject to documentation just as requested reimbursable expenses.

Exemption Certificate: Virginia sales tax exemption certificates should be supplied where applicable.

Report and Receipts: For all reimbursable expenses and credit card purchases, an expense report must be submitted in the prescribed format within five days and appropriate, fully detailed, itemized receipts must be attached.