

Hamburg Public Library Travel Policy for Federal Funds

Purpose

The purpose of this policy is to establish standards and controls for the reimbursement of library staff and board members for actual expenses such as transportation, lodging, subsistence and related items that are incurred in the conduct of authorized library business when using federal funds according to this policy.

All reimbursement rates for costs that are charged to federal funds are subject to review and adjustment.

Travel Authorization

Employees and board members planning to travel on business using federal funds outside Click here to enter Berks County must request authorization in advance according to procedures established by the Library director. Travel within Berks County which is required by the employee's job duties does not need to be approved in advance.

Employees who drive a vehicle while on library business must have a valid Pennsylvania driver's license, drive an insured vehicle and shall not have incurred any charges related to driving on their record for the past year.

Travel Expense Receipts

Receipts for all expenses claimed for travel reimbursement using federal funds except for mileage must be submitted no later than 30 days after the charges were incurred.

Receipts shall include:

1. The date of purchase;
2. An list of items purchased;
3. Charges for each item; and
4. Vendor name and address

Mileage Reimbursement

Requests Mileage reimbursement requests for costs that are charged to federal funds shall be reasonable and report distances that may be verified by using a standard online map such as Google Maps Mileage traveled between an employee's residence and their library workplace are considered commuting miles. Commuting costs are not reimbursable. Board members or Library employees who travel from their residence to a location other than their Library workplace are reimbursed either from their residence or their Library, whichever distance is shorter.

Travel with Family

A library employee or board member may travel with his or her family on official business provided that family members do not displace other employees or board members who have a reason to travel to the same place. No family travel expenses are reimbursable except for legitimate business-related

expenses incurred by the employee or board member. Lodging that is charged to federal funds is reimbursed at the single room rate only.

Reimbursement Rates

The library reimburses its employees and board members for expenses incurred on library business when charged to federal funds at the following rates:

1. "IRS Standard Mile Rate for Business" for the current year for use of a private vehicle;
2. Actual cost of meals and tips up to the U.S. government's "Per Diem Rates" as listed for each city and state at: <https://www.gsa.gov/portal/content/104877>;
3. Actual tolls, parking fees, rental car expenses, necessary taxi fares; and
4. Actual coach fare for commercial transportation.

Travel Documentation

In addition, if these costs are charged directly to a federal award of funding, documentation must be maintained that justifies that:

1. Participation of the individual is necessary to the federal award.
2. The costs are reasonable and consistent with the library's established policy