

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: TRAVEL**

Approval Date: 02/16/1984

Revision Date: 05/21/2019

### **Related Policies**

Personnel Policy

### **Purpose:**

To define rules for payment of employee and trustee travel expenses.

### **Policy:**

Spokane County Library District will pay approved expenses for employee and trustee travel for District purposes. Travel is to be conducted in the most cost-effective and efficient manner. When alternative methods for travel are available, they should be used. These could include, but are not limited to:

- Tele-conferencing.
- Video-conferencing.
- Carpooling.
- Coordinating between agencies for joint travel arrangements.

Reasonable travel expenses for job applicants traveling to Spokane for an employment interview with the District may be fully or partially reimbursed.

### **Travel Expenses**

Approved travel expenses shall be reimbursed as follows:

#### **Mileage**

- Mileage shall be reimbursed at the standard rate established by the Internal Revenue Service.
  - A valid driver's license and minimum mandatory insurance coverage are required to be eligible to receive mileage reimbursement.

#### **Meals**

- Daily meal allowances shall be reimbursed at the prescribed Standard Meal Allowance (SMA) rate established by the General Services Administration. The rate is also sometimes referred to as Meals & Incidental Expenses (M&IE).
- This rate will be reduced by any meals included as part of the approved travel activity.
- Alcoholic beverages are not included in the per diem rate and any expenses for such will not be reimbursed.

#### **Transportation**

- Air travel will be reimbursed at no more than the cost of a 14-day advance purchase ticket. For training events that publish an "early-bird" registration deadline, the District will reimburse for no more than the lowest air fare published prior to that date.
- Transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation will be reimbursed at the lesser cost of a 14-day advance purchase ticket or standard mileage rate.



[www.scl.d.org](http://www.scl.d.org)

Administrative Offices  
509.893.8200  
fax 509.893.8472

Airway Heights Library  
509.893.8250

Argonne Library  
509.893.8260

Cheney Library  
509.893.8280

Deer Park Library  
509.893.8300

Fairfield Library  
509.893.8320

Medical Lake Library  
509.893.8330

Moran Prairie Library  
509.893.8340

North Spokane Library  
509.893.8350

Otis Orchards Library  
509.893.8390

Spokane Valley Library  
509.893.8400

- On the first day of travel, the traveler will receive 75% of the rate for the city to which they will travel.
- On the last day of travel (the day of return), the traveler will receive 75% of the rate established for the city they stayed in the previous day.
- For one day “over-and-back” trips, the traveler will receive 75% of the established rate for the city traveled to.

For other expenses incurred while traveling, see the Travel Procedure for more information.

### Receipts

Receipts are required for all registration fees and lodging, transportation and other expenses exceeding ten dollars (\$10).

Receipts will be required for meals only when the meal is part of a special event where registration includes both a program and a meal for one set price.

### Authorization

#### Employees

- No prior authorization is required for travel when conducting Spokane County Library District business as part of normal job duties.
- Prior authorization is required for all other travel.

#### Trustees

- No prior authorization is required for Trustee travel; however, it should be coordinated through the Executive Director.

#### Job Applicants

- Prior authorization from the Executive Director or designee is required for job applicant travel expenses.

### Compliance with the Americans with Disabilities Act

District employees and officials who are disabled shall be afforded equal opportunity to perform travel for official library business even if the travel costs for the disabled traveler will exceed what would normally be most economical to the library. Examples are, but are not limited to: When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.



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