

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: TRAVEL

Approval Date: February 16, 1984

Revision Date: May 16, 2023

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.

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 required insurance coverage are required to be eligible to receive mileage reimbursement.

Meals & Incidental Expenses

- Daily meal and incidental expenses 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.
- On the first day of travel, the traveler will receive 75% of the daily rate for the city to which they travel.
- On the last day of travel (the day of return), the traveler will receive 75% of the daily rate established for the city from which they return.
- For one day "over-and-back" trips, the traveler will receive 75% of the daily rate for the city to which they travel.
- Alcoholic beverages are not included in the daily rate and any expenses for such will not be reimbursed.

Transportation

- For air travel, a good faith effort shall be made to secure the lowest fare possible. Transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation will be reimbursed at the lesser cost of advance purchase airfare or standard mileage rate.

Event Registration

- Event registration will be reimbursed at the early bird or member amount, whenever possible.

Lodging

- Lodging will be reimbursed at the lesser of the conference or government rate, as applicable.

Receipts

Receipts are required for all registration fees, lodging, transportation, and other expenses exceeding ten dollars (\$10.00).

Receipts are required for meals when the daily meal and incidental expenses allowance (per diem) is not used or not applicable due to the nature of the event.

Alternative Travel or Participation Methods

If alternative methods for travel and or event participation are available, they should be utilized when feasible. These methods include, but are not limited to:

- Teleconferencing
- Video Conferencing
- Carpooling
- Coordinating between agencies for joint travel arrangements

Authorization

Employees:

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

Trustees:

- No prior authorization is required for trustee travel related to official District business; however, it should be coordinated through the Executive Director or designee.

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 trustees with disabilities shall be afforded equal opportunity to perform travel for official District business even if the travel costs for that traveler would exceed what would typically be most economical to the District. Examples include, 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. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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