Title: **Expense Reimbursement Policy** Chapter: **Budget and Finance** Approved By: **Library Board of Trustees 10/25/2018**	Document Type: **Policy** Document Number: **13.07** Original Effective Date: Date of Last Revision: **11/6/2018**

Expense Reimbursement Policy

Employees may receive reimbursement for Library-related expenses. These include attending meetings or workshops or use of your own vehicle for Library purposes. All funding and reimbursements must be approved by your supervisor, the Business Manager, or the Director. Employees will be compensated at the current IRS mileage reimbursement rate.

Reimbursement is made through the employee's payroll check, and is paid on the next payroll period after receipt of the completed "Employee expense reimbursement form" is submitted to the Business Manager, who administers the Library's continuing education/staff training programs.