

MILEAGE REIMBURSEMENT

Employees shall be reimbursed at the then current IRS Standard Mileage Rate for using their own private vehicle in the course of Library business (effective July 1, 2005). Such travel must be authorized in advance by the Library Director if it occurs outside of the geographical boundaries of the Library District.

When travel occurs between a site and a location other than the Library, the mileage reimbursed shall be the lesser distance of the travel between the site and the Library or the other location. Normal commuting to or from the Library for work is not a reimbursable travel expense.

Where applicable, employees shall also be reimbursed for incidental travel expenses incurred in the course of Library business such as for tolls, parking, etc. Reimbursement however will not be made for fees imposed for vehicular violations or other transgressions such as parking tickets, speeding tickets, towing fees, etc.

Any employee driving a motor vehicle in the course of Library business is responsible for ensuring that he/she is legally able to drive and is driving a legal vehicle. The Library shall reserve the right to request proof of an employee's driving status (i.e. valid driver's license) and/or proof of legal vehicle (i.e. proper vehicle registration, insurance, etc.) for any vehicle used by employees in the course of Library business.

Employees are not permitted to drive in the course of Library business if they cannot drive legally, cannot drive a legal vehicle, are under the influence of any controlled or impairing substance, or are otherwise unfit to drive.

Latest Revision: August 22, 2005
Originally Adopted: June 28, 1999 (Mileage)