



Financial Policy: Employee Reimbursement Policy

The Richmond Memorial Library will reimburse employees for the following:

- Mileage for library business including meetings, conferences, workshops. The library will reimburse at the current IRS rate. Staff will utilize the library vehicle whenever practical.
- Travel must begin and end from the library or from the employee's home, whichever is shorter.
- Expenses associated with attendance at approved meetings, conferences, workshops including registration, hotel and food charges. Food charges up to \$65 per day will be reimbursable, including non-alcoholic beverages.
- Any other reimbursement claim must be approved by the Library Director.

Corresponding itemized receipts must be submitted for reimbursement.

Reimbursement for June expenses may be made from the next fiscal year's fund. All other reimbursements must be made within the current fiscal year.

Approval by the Board of Trustees
October 20, 2008

Revision by the Board of Trustees
June 8, 2020