

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.800 – STAFF EXPENSES (revised 6/13/01; 06/13/2012)

Library staff shall submit monthly expense reports with appropriate receipts to the executive director for purposes of mileage, meeting expenses, and other miscellaneous expenses. However, no expense will be reimbursed unless the activity has been approved in advance by the executive director, designee, or fiscal officer.

Lodging may be approved for meetings that require a home departure prior to 7:00 a.m. Staff should generally car pool to meetings; other arrangements should be discussed with the immediate supervisor.

Contact the executive director for current reimbursement rates for mileage, lodging and meals.

Alcoholic beverages are not a reimbursable expense. (See also Section 3.12 – Drug Free Workplace.)

In general, mileage reimbursement may be approved for work related travel occurring within the work day. For these purposes, the work day begins at the location where the staff member clocks in and ends at the location where the staff member clocks out.

For approved activities outside the standard work day, staff may be reimbursed for the lesser of two calculations: (1) total mileage from and return to the staff member's home or (2) total mileage from and return to the staff member's customary building assignment.