

Conference & Travel Policy

Policy Creation: 9/2020

Policy Reviewed:

Policy Purpose:

The West Liberty Public Library encourages employees and Trustees to utilize library training and professional development opportunities. The Library annually budgets staff development funds to allow for job-related workshops and meetings and to travel to conduct official Library business. The Conference and Travel Policy ensures that requests for professional development are awarded equitably.

Attendance at workshops, meetings, courses, and conferences, when pertinent to the requestor's job duties or professional development, and approved by the Library Director, will be considered as scheduled hours worked. As justification, the requestor may be required to speak about the professional development opportunity at future meetings.

The Library encourages all employees to attend staff development events. Priority in approving requests will be given to those requestors who have been selected to present or receive awards at conferences or events, or who have received financial assistance to attend specific conferences. The Library Director reserves the right to deny requests and to reserve funds for other staff members to attend future events.

Approval

Requests for local trainings that have no costs beyond hours worked and mileage reimbursement must be requested in writing two (2) weeks in advance for staffing purposes. Staff seeking reimbursement for trainings with additional costs besides mileage must complete and submit a Conference/Staff Development Form thirty (30) days prior to registering for the training. A copy of the form will be returned to the staff member as soon as a decision is made, indicating the approval and amount approved, or denial and an explanation.

Overnight conference expenses require pre-approval by the Board of Trustees at regular meetings.

Reimbursement

All receipts for professional development expenditures should be submitted within two weeks of the staff member's return. Reimbursement will follow the City of West Liberty's procedures. Late submissions may cause the requesting employee to lose their eligibility for reimbursement. Expenses incurred without a receipt will not be reimbursed. Whenever possible, staff should apply the Library's tax exempt status.

Staff should take advantage of early registration, conference room rates, and any other discounts associated with their travel (e.g., double-room occupancy, etc.). While not necessarily a requirement for attendance, the availability of these opportunities may be a determining factor in the Director's approval of a conference/staff development request. Failure to obtain cost savings may result in denial of the request or amendments to approved reimbursements for the request.

Administrative Policies

Conference/Workshop/Course Fees

The Library will pre-pay an event if the registration form is submitted and approved. The Library will issue a reimbursement after the event after a receipt and proof of attendance are presented to the Director if the staff member paid for their registration.

Transportation

The Library will reimburse mileage, at half of the IRS Standard Mileage Rate, and any applicable tolls. When two or more staff members attend the same event, staff members will carpool unless a justifiable reason prevents it. The Library reserves the right to limit mileage reimbursement if staff do not carpool without a justifiable reason.

Reasonable and necessary costs for automobile parking will be reimbursed when no more practical options are available. Staff members must present a receipt or a copy of their credit card statement indicating the parking fees.

Other forms of transportation will be discussed if driving is not a reasonable option.

Lodging

The Library will pay for the cost of lodging within a reasonable level at the discretion of the Library Director. Pending approval, the Library Director will make lodging reservations using the Library's credit card.

When a staff member is attending a conference and conference rates are given at various hotels or motels, the staff member should make reservations at one of these locations. Other lodgings may be booked but should not exceed the cost of hotel or motel conference rates.

When two or more staff members attend the same event, staff members are required to share lodging unless a justifiable reason prevents it.

Exercise facilities, movies, or other forms of entertainment are not reimbursable Library travel expenses.

Meals

Meals while attending conferences or staff development trainings will not be covered unless included in the conference registration fee or included as allowable expenses for continuing education scholarships or grants.

Expenses for alcoholic beverages will not be reimbursed.

Miscellaneous

Other expenses will be reimbursed if determined to be reasonable and necessary and if supporting receipts, documents, etc., are provided.