

Meetings, Conferences and Travel

In order to promote job-related development, the Library encourages all Trustees and employees to participate in relevant conferences, workshops and seminars, time and funds permitting. Travel within the New York metropolitan area for under \$500.00 in expenses must be pre-approved by the Director. Overnight travel beyond the New York metropolitan area costing over \$500.00 must be pre-approved by the Director and the Board of Trustees.

In order to request travel support for conference attendance, a staff member must be a member of the host professional organization, taking advantage of professional growth opportunities, or be an invited speaker to the host conference. Management reserves the right to limit the number of staff attending a single conference if conference attendance negatively impacts the workflow of the organization.

Requests for attendance will be submitted in a timely manner prior to the conference/workshop on the *Meeting & Conference Request Form* (six (6) months in advance for national conferences). The Director will consider the following in determining library support for conference attendance:

- Availability of staff to support ongoing library services to the public
- Membership in the sponsoring organization
- Relevancy of the conference program to the duties of the employee
- Role of the employee at the conference
- Cost to the library
- Attendance of the employee at other recent conferences
- Availability of funding

Where there is a large amount of interest, staff attendance at conferences will be on a rotation basis. Staff members who are involved in the program or the preparations for the meeting may be allowed to attend on Library time with reimbursement for both meals and transportation. A written report is expected within two weeks upon return from the conference.

ALLOWABLE EXPENSES

Reimbursement will be made for all or part of pre-approved actual and reasonable expenses incurred for registration (early registration discounted amount), transportation (including taxis, airport shuttles and public transportation), meals, lodging, and other necessary business expenses. Expenses must be reported on an actual cost basis (substantiated with original receipts or facsimile approved by the Library Director).

Whenever possible, conference registration and travel reservations may be made on the library's credit card. Lodging reservations are the initial responsibility of the

employee. Travelers should use recommended conference hotels, when appropriate. Since hotel reservations are typically guaranteed to assure lodging for late arrivals, travelers are required to cancel these reservations in a timely manner to prevent no-show charges or the individual will be held responsible for these charges. All eligible expenses up to the prior approved amount for the conference are reimbursable. Staff is encouraged to coordinate expenses whenever possible, such as through carpools or shared taxis used at the conferences.

Sayville Library is a sales tax exempt organization. Prior to traveling, the employee should contact the Director to obtain a Tax Exemption certificate if planning to stay at a hotel in New York State only. Tax Exemption Certificates are not valid outside of New York State.

MEALS

The Library will reimburse travelers for the reasonable cost of their own meals and tips while on business. The New York State meal allowance for receipted charges is \$64 per day. Sayville Library adopts these guidelines for all employees.

There will be no reimbursement for alcoholic beverages.

AIR AND RAIL TRAVEL & RELATED EXPENSES

Air and rail travel will be reimbursed for coach airfare only. Air travel is restricted to regularly-scheduled commercial airlines. All travel arrangements should be made in advance, as airfare booked early can often be obtained at a much lower rate. Before committing to a deeply discounted ticket carrying a substantial penalty for cancellation, individuals should make certain that they can adhere to the planned itinerary.

Lost baggage, clothing, or other personal items are the responsibility of the traveler. Recovery for such personal losses should be worked out with the Company handling the luggage.

The Library will not assume responsibility if damage to personal equipment occurs during conference travel.

PERSONAL AUTOMOBILES/MILEAGE REIMBURSEMENT

Reimbursement for use of personal vehicles for library business will be at the IRS mileage rate, effective January 1 of each year. Examples of travel expenditures include but are not limited to travel to purchase supplies; travel to provide outreach services, travel to approved conferences and workshops. All workshop and conference travel for individuals using their personal vehicles must be pre-approved by the Director. Please note that no reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from

acts of the traveler or another individual. It is the obligation of the owner of a personal vehicle being used for Sayville Library business to carry adequate insurance for his or her protection and for the protection of any passengers. In the event of an accident, the employee is responsible for his/her own auto insurance deductible.

NON-REIMBURSABLE EXPENSES

Sayville Library will not reimburse travelers for expenses which are inherently personal in nature.

Sayville Library will not provide reimbursements for the travel expenses of spouses or others who accompany other employees on Sayville Library business.

The following is a partial list of personal expenses (in addition to those that have been identified in other sections of the policy), which are not eligible for reimbursement as business expenses:

- Amenities such as movies or in-room bars.
- Childcare, baby-sitting, house sitting, or pet sitting costs.
- Any personal clothing or accessories.
- Grooming expenses such as haircuts and toiletries.
- Prescriptions, over-the-counter medication or other medical expenses.
- Magazines, books or other personal reading materials.
- Expenses related to non-work activities or personal time off taken before, during or after a business trip.
- Airline club membership dues.
- Airline travel insurance costs.
- Fines for automobile or parking violations.
- Time off

All Travelers will be credited for a 7-hour work day for each day spent at conference and for travel days to and from the conference. Overtime will not be granted for extended conference and travel days.

Adopted: May 8, 2007