

Meetings, Conferences & Travel

The Library supports professional development and encourages staff and Trustees to attend relevant conferences, workshops, and seminars, subject to staffing needs and available funding.

Approval Requirements

- Director approval required for meeting/conference expenses under \$500
- Director and Board of Trustees approval required for meeting/conference expenses over \$500

Eligibility & Requests

- Staff must be a member of the sponsoring organization, actively pursuing professional development, or serving as a presenter
- Requests must be submitted in advance using the *Conference Attendance Request Form* (up to 6 months prior for national conferences)
- Approval is based on:
 - Service coverage needs
 - Relevance to job responsibilities
 - Cost and available funding
 - Recent conference attendance
 - Employee role at the event

Attendance may be limited to ensure operations continue smoothly. When interest is high, opportunities will be rotated among staff.

A brief written report is required within two weeks of returning.

Reimbursable Expenses

Whenever possible, expenses should be minimized (e.g., shared travel).

Pre-approved, reasonable expenses may include:

- Registration (early rate when available)
- Transportation
(coach airfare, rail, taxis, app-based ride services, public transit, tolls)
- Lodging
- Meals (up to standard NYS per diem rate established by the U.S. General Services Administration)
- Other necessary business expenses

Original receipts are required and are to be submitted to the business office along with a completed *Reimbursable Expenses* form.

Travel Guidelines

- Use Library's *Tax Exemption Certificate* for lodging in New York State
- Use cost-effective transportation and book early
- Personal expenses and losses are the traveler's responsibility
- Library is not liable for damage to personal property

Personal Vehicle Use

- Reimbursed at current IRS mileage rate
- Requires prior approval
- Drivers must carry adequate insurance

Non-Reimbursable Expenses

The Library does not reimburse:

- Alcohol
- Personal items or services (e.g., childcare, toiletries, entertainment)
- Travel expenses for companions
- Fines, insurance
- Non-business activities

Work Time

Employees receive a standard 7-hour workday for conference and travel days. Overtime is not provided.