

**Adopted and Revised June 15, 2016**  
**Policy 11.0**

**MAYWOOD PUBLIC LIBRARY DISTRICT TRAINING AND TRAVEL  
EXPENSE POLICY FOR BOARD MEMBERS AND EMPLOYEES**

**TABLE OF CONTENTS**

<b>I.</b>	<b>APPLICABLE LAW.....</b>	<b>1</b>
<b>II.</b>	<b>PURPOSE.....</b>	<b>1</b>
<b>III.</b>	<b>SCOPE.....</b>	<b>1</b>
<b>IV.</b>	<b>EMPLOYEE ATTENDANCE AT WORKSHOPS.....</b>	<b>1</b>
<b>V.</b>	<b>PRE-PAID EXPENSES.....</b>	<b>2</b>
<b>VI.</b>	<b>REIMBURSABLE EXPENSES.....</b>	<b>3</b>
<b>VII.</b>	<b>VEHICULAR INSURANCE.....</b>	<b>3</b>
<b>VIII.</b>	<b>NON REIMBURSABLE EXPENSES.....</b>	<b>3</b>
<b>IX.</b>	<b>POST-EVENT REPORTS TO LIBRARY DISTRICT...</b>	<b>4</b>
<b>X.</b>	<b>ANNUAL TREASURER’S REVIEW.....</b>	<b>5</b>
<b>XX.</b>	<b>USE OF PERSONAL MOTOR VEHICLES FOR LIBRARY...</b>	<b>6</b>
	<b>PREPAYMENT REQUEST FORM.....</b>	<b>EXHIBIT “A”</b>
	<b>REIMBURSEMENT REQUEST FORM.....</b>	<b>EXHIBIT “B”</b>
	<b>MVR RELEASE CONSENT FORM.....</b>	<b>EXHIBIT “C”</b>

**MAYWOOD PUBLIC LIBRARY DISTRICT TRAINING AND TRAVEL  
EXPENSE POLICY FOR BOARD MEMBERS AND EMPLOYEES**

**I. APPLICABLE LAW**

**The Board of Library Trustees of the Maywood Public Library District and its Travel and Training Expense policy comply with Section 4-5 of the Illinois Public Library District Act, which states, “Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of the duties from library funds.”**

**II. PURPOSE**

**Trustees and employees of the Library District are encouraged to attend workshops and conferences related to library matters that will meaningfully benefit them in the performance of their duties. Travel by Library District Trustees and employees at the Library District expense is for the purpose of training, conducting library business, attending appropriate meetings, or to seek ideas or solutions to given problems. The Library District provides for participation in such organizational activities as will advance the goals and objectives of the Library District. This is done by**

- A). allowing staff to put aside their regular in-house duties when Feasible, and**
- B). when necessary, pre-paying and reimbursing Trustees and Employees participating in these activities for certain reasonable fees, travel, food, lodging, and other related expenses, as set forth and limited by this policy.**

**III. SCOPE**

**In addition to employee and Trustee attendance at library conferences and workshops, the Library District shall pay for Trustees (and where permitted by the Administrative Librarian, employees) to attend other library and municipal organizational functions, where such attendance will serve the functions of and bring meaningful benefit to the Maywood Public Library District.**

**IV. EMPLOYEE ATTENDANCE AT WORKSHOPS**

**Reasonable time off will be granted to employees for the purpose of attending workshops, subject to approval of the Administrative Librarian of both the workshop and the amount of time involved. Employees shall complete a written Request Form (attached as Exhibit “A”) and provide the same to the**

**Administrative Librarian, at least seven weeks prior to the date of the workshop in question. The employee shall also inform the Administrative Librarian of any work-related scheduling issues or problems that may result from the employee's attendance at the workshop. A copy of the advertisement, publication or other document, describing the workshop, along with any "sign-up form," as distributed by the workshop's sponsoring organization, shall be attached to the request.**

## **V. PRE-PAID EXPENSES**

**All necessary air, train, bus (except local public transportation) fares, hotel or other lodging expenses, and all tickets for attendance at conferences, workshops and other permissible library events (including permissible, pre-paid conference and workshop-related meals) shall be pre-paid in advance, by the Administrative Librarian, via check of the Library District.**

**The individual (Trustee or employee) seeking to attend a conference, workshop or library function shall complete a Request Form, (attached hereto as Exhibit "A") and provide the same to the administrative Librarian at least seven weeks prior to the event in question (or at least five weeks before the deadline for event registration, whichever date is sooner). A copy of the advertisement, publication or other document, describing the event, along with any "sign-up form," as distributed by the sponsoring organization, shall be attached to the request.**

**Board members and employees shall travel at the lowest available economy or promotional air, train or bus fare. Lodging shall be at the least expensive reasonably available rate and for only those nights necessary to permit event attendance. However, where a "conference hotel," has been designated by the conference organizers, lodging at such hotel is permissible. (As stated in Section VIII, paragraph k, below, in the event that a Trustee chooses to travel to an event by car, and the cost of airfare to such event would have been less than the cost of car mileage reimbursement, then only the cost of airfare will be reimbursed, subject to the reimbursement procedure set forth in this policy.)**

**Board members' attendance at library conferences, workshops and events that require Library District expenditures are subject to the approval of the Board and such approval shall be granted consistent with this policy and Illinois Public Library District Act. The Administrative Librarian shall be responsible to make all pre-payments, from Library District funds, on behalf of event attendees, as set forth in this Section V.**

## **VI. REIMBURSABLE EXPENSES**

Only four expenses are reimbursable to the Trustee or the employee, as set forth below: reasonable meal and food expenses, mileage, tolls and airport-to-lodging shuttles.

**Reasonable meal and food expenses:** Other than pre-payable conference and workshop-related meals, employees and Trustees shall pay for all meals and food consumed during the course of a library conference, workshop or event. The cost of such meals and food, where the expenditures are deemed reasonable by the Administrative Librarian and/or Board, shall be fully reimbursed by the Library District to the employee or Trustee. To obtain reimbursement, the employee or Trustee must complete a Reimbursement Request Form (attached as Exhibit "B") and attach receipts for ALL meals and food expenses to such form. Receipts for restaurant meals shall indicate which entrees were purchased. Where more than one entrée is indicated on a receipt, reimbursement shall be made for only one entrée.

**Mileage:** Employees and Trustees shall be reimbursed for vehicle mileage, in the event they drive to a workshop, or conference. The rate of reimbursement for mileage shall be the prevailing rate used by the Internal Revenue Service. The rate of reimbursement will be reviewed annually by the Library Board. To obtain reimbursement, the employee or Trustee must complete a Reimbursement Form (attached as Exhibit "B") and indicate the mileage amount.

Necessary toll (only reimbursable when the least expensive method to travel to an event is by automobile) and **airport lodging shuttle** expenses shall be reimbursed. Receipt for all such tolls and shuttles shall be attached to the Reimbursement Form (Exhibit "B.")

## **VII. VEHICULAR INSURANCE**

When using a personal automobile for library-related travel, it is necessary to have a valid Illinois Driver's License and liability insurance. Employees and Trustees who use their personal autos are to file with the Administrative Librarian a current certificate of auto insurance and a valid driver's license.

## **VIII. NON REIMBURSABLE EXPENSES**

The Library District shall neither pre-pay nor reimburse any individual (employee or Trustee) for the costs or expenses related to any of the following:

**a. Lodging and meals en route to an event.** If an employee or Trustee chooses to drive to an event rather than fly, the expenses of lodging, meals

and food purchased in the course of traveling to and from such event shall be the sole responsibility of the event attendee and shall not be reimbursed (or pre-paid) by the Library District.

b. Rental Cars.

c. Local and long distance phone calls (unless such calls are placed to the Library District and are necessary for Library District business.)

d. In-room video rentals or other entertainment at places of lodging.

e. Room service.

f. Personal items.

g. Books.

h. Hotel parking or other parking expenses.

i. Any meals or food expenses incurred in connection with a conference, workshop or event where the duration of such event is three hours or less and where such event takes place within the Village of Maywood, the City of Chicago or any suburban community surrounding Chicago, unless such meal or food is offered by the event organizers as part of the event (e.g. "a lunch meeting.")

j. Any spouse or guest transportation, spouse or guest event attendance fees, spouse or guest meals or food purchases or any other spouse or guest expenses. Such expenses are the sole responsibility of the employee or Trustee and shall be neither pre-paid nor reimbursed by the Maywood Public Library District.

k. If the cost to the Library District of car mileage reimbursement related to a given event is more than the cost of air fare would be to such event, and the employee or Trustee chooses to travel to such event by car, only the cost of airfare will be reimbursed.

l. Parking tickets, speeding tickets or other moving violation tickets or citations, including court costs and attorney fees.

m. Any other non-Library District expense(s).

## **IX. POST-EVENT REPORTS TO LIBRARY DISTRICT**

Employees shall report to the Administrative Librarian regarding the results of the conference or event, and shall provide the Administrative Librarian

**with materials of interest or use to the Library District that were available at the event, and further shall generally share their experiences with other employees at regular staff meetings.**

**Board members shall make written report of their experiences to the full Library Board at the next regular meeting they attend following the conference, workshop or event.**

**X. ANNUAL TREASURER'S REVIEW**

**At least once, annually, prior to July 1, the Library District Treasurer shall review all pre-paid and reimbursable expenses paid out by the Library District, during the just completed fiscal year, to ensure that all such expenditures were in conformity with this policy and to further ensure that all necessary forms and receipts had been completed and tendered to the Administrative Librarian, in connection with conferences, workshops, meetings, functions and other events.**

**XX. USE OF PERSONAL MOTOR VEHICLES FOR LIBRARY PURPOSES**

**Library staff, volunteers, and board members who are using their personal vehicles for library purposes (including but not limited to traveling to conferences, and conducting errands in the course of Library business) must comply with the following rules.**

**A. They must have a valid driver's license.**

**Upon renewal, all person, (staff volunteers, and board members) who use their personal vehicles for Library purposes must provide a copy of their driver's license. They must agree to undergo a motor vehicle record background check at the discretion of the Library Director. The following infractions will disqualify a staff member from driving on library business: DUI, Driving under the influence, leaving the scene of an accident, fleeing, reckless driving, multiple speeding tickets, license suspension or revocation. Any such infractions must be reported to the Library within 24 hours.**

**B. They must have insurance on their vehicle(s).**

**On a yearly basis, all persons who use their own vehicles for Library purposes must provide to the Library proof of insurance. They must have liability insurance of at least \$100,000 per individual and \$300,000 combined single limit per accident. Persons on Library business, who are involved in an accident that is not their fault, will have up to \$250.00 of their deductible covered.**

**Library vehicles that are rented or leased shall have at least \$100,000 per individual and \$300, 000 combined single limit coverage.**

- C. Employees, volunteers and board members, SHALL comply with all Applicable motor vehicle laws and operating regulations in the jurisdiction where driving and practice safe driving at all times during the operation or direction of a vehicle (personal or library owned) while on the job or in connection with Library business.**





**Exhibit "A"**

**MAYWOOD PUBLIC LIBRARY DISTRICT EMPLOYEE/TRUSTEE TRAINING  
TRAVEL/DEVELOPMENT EXPENSE PRE-PAYMENT REQUEST FORM**

**EMPLOYEE/TRUSTEE** \_\_\_\_\_

**DEPT.** \_\_\_\_\_

**DATE** \_\_\_\_\_

**NATURE/PURPOSE OF REQUEST** \_\_\_\_\_

**TITLE OF EVENT** \_\_\_\_\_

**LOCATION AND ADDRESS OF EVENT** \_\_\_\_\_

**DATE (S) OF TRAVEL/ATTENDANCE** \_\_\_\_\_

**TIME (S) OF DAY (S) OF TRAVEL/ATTENDANCE** \_\_\_\_\_

**MODE OF TRANSPORTATION** \_\_\_\_\_

**(PERSONAL AUTO, TRAIN, PLANE, BUS ETC.)**

**EXPENSES**

**EVENT REGISTRATION FEES** \$ \_\_\_\_\_

**LODGING** \$ \_\_\_\_\_

**PRE-PAID EVENT MEALS** \$ \_\_\_\_\_

**TRANSPORTATION (TICKETS)** \$ \_\_\_\_\_

**Describe Nature of Transportation Tickets**

---

---

**TOTAL PRE-PAYMENT REQUEST:** \$ \_\_\_\_\_

**STATEMENT OF EXPECTED BENEFITS AS RELATED TO YOUR ROLE, JOB OR COMMITTEE ASSIGNMENTS** \_\_\_\_\_

---

---

---

---

---

---

---

---

**SUBMITTED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**RECOMMENDED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**APPROVED BY** \_\_\_\_\_

(ADMINISTRATIVE LIBRARIAN/BOARD PRESIDENT)

**DATE** \_\_\_\_\_

**FINAL PRE-PAYMENTS APPROVED** \_\_\_\_\_

(ADMINISTRATIVE LIBRARIAN)

**DATE** \_\_\_\_\_

\$ \_\_\_\_\_ **PREPAID BY LIBRARY** on \_\_\_\_\_,

**20** \_\_\_\_\_, as follows:

---

---

---

---

---

---

**(Explanation to be completed by the Administrative Librarian)**

**Exhibit "B"**

**MAYWOOD PUBLIC LIBRARY DISTRICT EMPLOYEE/TRUSTEE/  
TRAINING/TRAVEL/DEVELOPMENT-REIMBURSEMENT REQUEST FORM**

**EMPLOYEE/TRUSTEE** \_\_\_\_\_

**DEPT.** \_\_\_\_\_

**DATE** \_\_\_\_\_

**NATURE/PURPOSE OF REIMBURSEMENT REQUEST** \_\_\_\_\_

**DATE (S) OF TRAVEL** \_\_\_\_\_

**TITLE OF EVENT** \_\_\_\_\_

**LOCATION AND ADDRESS OF EVENT** \_\_\_\_\_

**TIME (S) OF Day (S) OF TRAVEL/ATTENDANCE** \_\_\_\_\_

**MODE OF TRANSPORTATION** \_\_\_\_\_

(PERSONAL AUTO, TRAIN, PLANE, BUS, ETC.)

**Expenses**

**MILEAGE TO AND FROM EVENT** \_\_\_\_\_

**Prevailing Internal Revenue Service Rate** \_\_\_\_\_

**MILEAGE REIMBURMENT** \$ \_\_\_\_\_

**MEALS** \$ \_\_\_\_\_

**AIRPORT-TO-LODGING SHUTTLES** \$ \_\_\_\_\_

**TOLLS** \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT REQUEST** \$ \_\_\_\_\_

**REIMBURSEMENT REQUESTED BY:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SUBMITTED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**RECOMMENDED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**APPROVED BY** \_\_\_\_\_

(ADMINISTRATIVE LIBRARIAN/BOARD PRESIDENT)

**DATE** \_\_\_\_\_

**FINAL REIMBURSEMENT APPROVED** \_\_\_\_\_

(ADMINISTRATIVE LIBRARIAN)

**DATE** \_\_\_\_\_

-----  
**REIMBURSEMENT RECEIVED BY TRUSTEE OR EMPLOYEE** \$ \_\_\_\_\_

**ACKNOWLEDGEMENT** \_\_\_\_\_

(Signed by Trustee/Employee Receiving Reimbursement)

**Date** \_\_\_\_\_

**Exhibit "C"**

**MVR RELEASE CONSENT FORM**

In conjunction with my employment or my volunteer duties at the Maywood Public Library District,

I, \_\_\_\_\_ (employee or volunteer), consent to the release of my Motor Vehicle Records (MVR) to the Maywood Public Library District. I understand the Library will use these records to evaluate my suitability to fulfill driving duties. I also consent to the review, evaluation and other use of any MVR I may have provided to the Library District. This consent is given in satisfaction of Public Law 18 USC 2721 et. Seq., "Federal Drivers Privacy Protection Act", and is intended to constitute "written consent" as required by this Act.

Signed  
Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State: \_\_\_\_\_