



CONFERENCE AND TRAVEL POLICY

Policy: The Pioneer Library System annually budgets funding to allow staff to attend job-related seminars, workshops, courses, and meetings to conduct official System business. This funding covers travel, meals, conference registration costs, and hotel lodging when necessary.

Approval: All overnight or out of system conference and travel expenses require pre-approval by the Executive Director. The Executive Director's overnight conference and travel expenses require pre-approval by the Board of Trustees at a regularly scheduled Board Meeting. If pre-approval by the Board of Trustees at a regularly scheduled Board Meeting is not possible, the Board President may approve the Executive Director's travel.

Reimbursement of Expenses: Allowable expenses include airfare, mileage, lodging, meals, registration fees, and gratuities. An itemized statement of expenditures together with receipts must be submitted to the Business Manager for approval.

- Itemized receipts or proof of payment will be required.
- Daily meal allowance and mileage reimbursement rates will be set annually by the Board of Trustees in the Employee Handbook.
- The Pioneer Library System Staff vehicle will be used for conference and all system travel whenever possible. See Vehicle Use Policy in Staff Handbook.
- Expenses for alcohol and recreational substances will not be reimbursed.
- Lodging Hotel accommodations require pre-approval and will be made by the Business Manager for approved days only.

Release Time: Time will be permitted for pre-approved conference attendance and travel. Travel during the workday is considered work and compensatory time may be earned for travel time to and from conferences.

Amended: September 9, 2020

Adopted: September 9, 2015