

Title: Mileage Reimbursement Policy

Effective Date: 5/19/19

Authorized By: Library Board of Trustees

Date of Last Revision: 6/17/19

Library staff will be reimbursed for mileage for travel to and from professional conferences or professional meetings. Mileage will be calculated as the distance from the Huntington City-Township Public Library to the destination on the most direct route, regardless of the actual route driven. Mileage counts from online mapping services are preferred.

Library staff will be reimbursed for travel between the headquarters library and the branch library only if the destination is not the scheduled workplace for that shift.

Library staff will be paid for all approved travel time as regular work hours.

All mileage and travel time must be approved by the Library Director or an Assistant Director prior to the occurrence. Any time or mileage not approved may not be paid at the discretion of the Library Director.

The standard mileage reimbursement will be \$.30/mile for trips of 99 miles or less and \$.40/mile for trips of 100 miles or more.