

SF 600 Travel and Registration Expense Reimbursement

SF 600.2 Mileage Reimbursement Guidelines

Revised: 5/01

Employees can be reimbursed in most instances for miles driven for library business. However, mileage to and from your workplace and your home cannot be considered business mileage and will not be reimbursed. The reimbursement rate is the current standard federal rate for business expenses.

If you are **required** to attend work related activities, you are eligible for mileage reimbursement. Examples are:

- Metropolitan Library Commission meetings or committee meetings
- OLA board committee meetings and in-county conferences
- Official MLS task forces, committees or teams including staff development day and staff recognition reception committees
- Library Managers meetings
- ODL meetings and workshops
- Friends of MLS & FOLIO meetings
- Temporary work or training at a location other than the normal workplace
- Supervisor-approved workshops, seminars, etc.
- Other library-related meetings determined eligible by supervisors

Attendance at the following activities is **not** eligible for mileage reimbursement:

- Staff Association board and committee meetings
- Staff Development Day
- Staff recognition reception
- Retirement & related receptions
- Temporary assignment at a location for regular duties. *This guideline does not apply to traveling library assistants.*

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All out-of-county conferences should be pre-approved via the travel request form (MLS No. 522) and be paid from account 212 (travel) or 213 (professional services).

Reimbursable mileage should be calculated from the employee's regular work place to the destination and back to the regular work place. If the number of miles is not available from a mileage reference chart or other information, odometer readings should be used.

To request a reimbursement, submit a completed mileage reimbursement form (MLS No. 414) to the Business Office. Mileage must be documented in spaces provided on the back of the form. It is the supervisor's responsibility to verify attendance and mileage.

Reimbursements under \$50 are paid in cash. Reimbursements of \$50 or more are paid by check.

All requests should be submitted monthly and received in the Business Office as soon as possible after the last day of the month.