

## CONFERENCE ATTENDANCE Training and Travel Policy

Adopted: 10/11/2001  
Last Reviewed: 08/08/2013  
Revised: 4/13/2017  
Revised 7/19/18  
Reviewed and Approved 5/14/2020

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

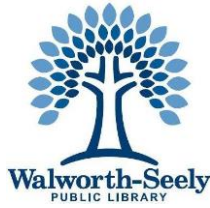
### Approval:

All overnight or out of system conference and travel expenses for staff require pre-approval by the Library Director and the Board of Trustees. The Library Director's attendance at conferences (regardless of duration), that require expenses beyond mileage needs to be pre-approved 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 Library Director's travel and expenses and/or schedule a special meeting of the Board to review the conference request. In any event, the Library Director will inform the Board President of all conferences or meetings requiring absence from the Library.

### 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 Library Director for approval. The Library Director will submit receipts to the Board of Trustees.

- Itemized receipts or proof of payment will be required.
- Daily meal allowance shall follow the General Services Administration based on the location and month of travel. Exceeding the allowance may be approved by the Library Board on a case by case basis.
- Mileage reimbursement rates will be based upon the IRS Standard Mileage Rates.
- Expenses for alcoholic beverages will not be reimbursed.



- Lodging hotel accommodations require pre-approval and should not exceed the set group rate of the conference/ association without Library Board approval. Reimbursement will be made to the employee for approved days only.

Release Time:

Paid work time (not to exceed eight hours per day) 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.

APPROVED