

Arrowhead Library System
Travel Policy 05/13/10 Revised Executive Committee 111916
Approved by ALS Governing Board
12/8/2016

Overview

Arrowhead Library System travel shall be properly authorized, reported, and reimbursed; under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, Arrowhead Library System. It is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in the Policy. Any exceptions to the Policy must be submitted in writing to the Executive Director or Assistant Director, for approval.

ALS employees will comply with the ALS Conflict of Interest Policy regarding employee acceptance of gifts, compensation, rewards, gratuity, etc. while traveling on ALS business. Minnesota Statute 43A.38, subd. 2 may also be used for guidance. ALS employees will comply with the Minnesota Public Expenditures guidelines as published by the League of Minnesota Cities. Any compensation or honorarium payment made to an employee who is traveling on behalf of ALS must be signed over to or made payable to Arrowhead Library System.

Approval of Travel

Travelers may not approve the reimbursement of their own travel expenses. The direct supervisor must approve all staff travel reimbursement and expenses. In the supervisor's absence, the Executive Director or the Assistant Director may provide said approval. Supervisors must obtain travel reimbursement and expense approval from the Executive Director or the Assistant Director. The Executive Director must obtain travel reimbursement approval from the Assistant Director or a member of the Executive Committee. The Assistant Director must obtain travel reimbursement approval from the Executive Director or a member of the Executive Committee. Any out-of-state travel must be pre-approved by the Executive Director, or a member of the Executive Committee, if the Executive Director will be traveling out of state.

Transportation Expenses

Transportation expenses shall be reimbursed based upon the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Transportation tickets should be procured in advance in order to obtain any discounts. Such ticket arrangements are to be made through the business office when the employee is present to answer any required questions while arrangements are made. ALS employees will comply with Minnesota Statute 15.435 regarding travel credit (frequent flyer miles) whereas such miles accrue to the credit of Arrowhead Library System. Parking fees, transportation between the airport and hotel, and other required stops will be reimbursed.

Hotel Expenses

Hotel reservations are to be made through the ALS Account Clerk. The Account Clerk will track all reservations on an Excel spreadsheet. The exception is when a conference hotel is being booked at the same time that a conference is being booked. The employee may reserve the conference hotel at the same time as the registration for the conference is made. The employee must provide the hotel details

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To the Account Clerk after the reservation is made so she can add it to her reservation spreadsheet. All booking documentation must be turned in as stipulated under *Expense Reimbursement and Documentation*. When lodging arrangements are made, a governmental rate shall be requested. If one is not available, it should be documented on the reservation Excel sheet. The Account Clerk will provide an Excel spreadsheet with reservation details to the employee requesting the lodging, the ALS Bookkeeper, and the Assistant Director. Non-business telephone charges, fitness center charges, movie rental, etc. are the responsibility of the employee. ALS will reimburse for Internet access used for ALS business.

ALS Vehicles and Mileage Expense for Personal Vehicles

ALS Vehicles

1. Currently, ALS owns two vehicles available for employees to use for ALS business. The purchase of future replacement vehicles is at the discretion of the ALS Governing Board and in accordance with the budgetary means to make such a purchase.
2. ALS provides the liability and physical damage insurance coverage for ALS vehicles. Before departure, employees using ALS vehicles should check the glove box to make sure a copy of the current insurance policy is there. If it is missing, notify the ALS Business Office. Any employee involved in an accident with an ALS vehicle should follow the instructions provided in the Employee Handbooks. The employee should check tire pressure, the oil, and windshield washer fluid levels, or ask someone else to check those items before departure on an out-of-town business trip.
3. All drivers are responsible for proper care and safe operation of ALS vehicles, and responsible for reporting and obtaining needed maintenance. ALS will pay all normal operating, maintenance, and repair costs. Towing and starting charges will be paid by ALS. Fines resulting from traffic or parking violations are the obligation of the driver. Locksmith expenses due to lockout or lost keys are the responsibility of the driver.
4. All drivers must have a valid driver's license.
5. All drivers must adhere to the law when using an ALS vehicle including the use of seatbelts.
6. No smoking is allowed in ALS vehicles.
7. There shall be minimal use of cell phones while operating an ALS vehicle.
8. Text messaging is not allowed while operating an ALS vehicle.
9. To use an ALS vehicle, the employee must check for vehicle availability on the ALS calendar. If available, the employee must indicate on the calendar what vehicle is being used, the purpose of the use, the employee's name, and write in the anticipated departure time and return time on the dates of use. The employee must then sign out the key and gas credit cards for the vehicle from the business office. The key, credit cards, and initialed receipts indicating the vehicle and mileage at time of gas fill(s) must be turned into the business office at the time the vehicle is returned to ALS. Every effort should be made to return the vehicle with a full tank of gas and in CLEAN condition. If it is necessary for a staff member to personally pay for an expense required for the operation and/or maintenance of the vehicle, ALS will reimburse the employee after a receipt and signed voucher request is signed, properly approved, and given to the Business Office (See Expense Documentation and Reimbursement).
10. An employee shall not keep an ALS vehicle overnight at his or her residence unless there is an extenuating circumstance that prevents the return of the vehicle to ALS. A sudden onset of illness would be considered an extenuating circumstance. A late arrival at the residence with an early

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departure for further ALS business the next morning would be considered an extenuating circumstance. These circumstances must be report to the Executive Director or Assistant Director as soon as practicable.

Mileage Expense for Personal Vehicles

1. If multiple employees are attending the same event, a company vehicle will be used. If an employee chooses to use his or her personal vehicle, there will be no mileage reimbursement for that personal vehicle. There are various reasons that an ALS employee may use a personal vehicle instead of an ALS vehicle. There may not be an ALS vehicle available. The employee may simply be more comfortable in driving his or her own vehicle. The employee must obtain approval from his or her supervisor, the Executive Director, or the Assistant Director to use a personal vehicle for ALS business. ALS will reimburse mileage to employees using their own vehicles as stated in the next section. Employees are responsible to carry their own liability and physical damage insurance on their personal vehicles. The standard mileage rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacement of tires, depreciation, insurance, etc. Under IRS regulations, travelers who use this rate are not required to substantiate the actual cost of operating the vehicle.
2. Mileage shall ordinarily be computed between ALS headquarters and the business travel destination. However, if it is determined that travel between the traveler's residence and the destination is shorter, that mileage would be used. This would apply only in cases where the employee left from his or her residence. If said employee leaves from ALS, the mileage would be calculated from ALS. The employee must provide a Google map printout or a MapQuest printout showing the departure destination and the arrival destination as documentation of mileage. The mileage will then be doubled for round-trip travel. This printout must accompany the voucher request for reimbursement (See Expense Documentation and Reimbursement).

Expense Documentation and Reimbursement

The employee is responsible for the accurate completion of the voucher form and attaching all travel documentation and detailed receipts. An employee will be reimbursed for the actual cost of a meal, including tax and reasonable gratuity, up to the maximum established in his/her bargaining unit agreement or personnel handbook. The cost of a meal DOES NOT INCLUDE alcoholic beverages. ALS employees are not to pay for meal expenses for another party with the exception of ALS board members. In the event that an ALS employee pays for another party's meal, the approval of a member of the ALS Executive Committee is required.

A *white voucher form* is to be completed by employees requesting mileage and other expense reimbursement. Itemized receipts must be attached to the voucher. The voucher must be approved by the immediate supervisor, the Executive Director, or the Assistant Director. A *green voucher form* is to be used by employees using ALS credit cards. Itemized receipts must be attached to the voucher. The voucher must be approved by the Executive Director, the Assistant Director, or a member of the ALS Executive Committee.

A minimal cash advance may be allowed at the request of an employee who will be traveling out of state on ALS business. This request must be submitted on a white ALS voucher and be signed by the Executive Director or the Assistant Director. All expenses must be documented upon the employee's return as noted above.