



Travel Policy

Policy Number: 014

Supersedes Policy #014 - 04/09; 05/15; 4/20

Authorized by: Board of Trustees

Effective: 07/22/2022

Review Date: 07/01/2027

1) **Purpose:**

To provide direction on the payment for and reimbursement of reasonable and necessary costs associated with the conduct of official business, such as attendance at conferences, meetings, seminars, and other training opportunities that benefit the district.

2) **Scope:**

This policy applies to all Timberland Regional Library (TRL) employees, Board of Trustee members, and others seeking reimbursement from the Library for expenses incurred during authorized travel on behalf of the district.

3) **Background:**

The TRL Board of Trustees, under *RCW 27.12.210*, has the authority to adopt rules for the efficient management and control of the district, including meal, lodging, transportation, and subsistence costs incurred by an individual while in travel status and necessitated by their job duties or other official business.

4) **Definitions:**

A. **Official business:** Those activities performed by an employee, Board of Trustee member, or other as directed by and approved by their supervisor or Executive Director to support TRL's mission and/or as required by the duties of the office or position held.

5) **Policy:**

A. TRL shall provide sufficient and appropriate payment and reimbursement for employees, Board of Trustees members and others to cover reasonable and necessary meal, lodging, transportation, and subsistence expenses while conducting official business.


B. Timberland Regional Library shall follow prevailing Internal Revenue Service (IRS) rules, regulations, and other directives regarding payment and reimbursement of meal, lodging, transportation, and subsistence expenses.


6) **References:**

A. Internal Revenue Service Publication 15, the Employer's Tax Guide.
B. TRL Travel Procedures.

7) Citations:

A. RCW: 27.12.210.

 7/22/2022
Cheryl Heywood, Executive Director

 7/22/2022
Nicolette Oliver, President

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.
