



BOARD OF TRUSTEES

POLICY

TITLE: TRAVEL		POLICY NUMBER: 014
EFFECTIVE DATE: 5/2013	ORIGINATED BY: BUSINESS OFFICE	SUPERSEDES POLICY NUMBER(S) 4/1/2009
REVIEW DATE: 5/2015	AUTHORIZED BY: BOARD OF TRUSTEES	

1. Purpose: To provide direction on the payment for and reimbursement of reasonable and necessary meal, lodging, transportation, and subsistence expenses associated with the conduct of Official Library Business, including attendance at conferences, meetings, seminars, and other training opportunities that benefit the Library.

2. Scope: This policy shall apply to all Timberland Regional Library employees, Board of Trustees, and others seeking reimbursement from the Library for expenses incurred during authorized travel on Official Library Business.

3. Definitions:

Official Library Business: Those activities performed by an employee, Board of Trustee, or other, as directed by and approved by their supervisor, in order to accomplish Timberland Regional Library’s mission or as required by the duties of the office or position.

4. Background: The Timberland Regional Library Board of Trustees, under RCW 27.12.210, has the authority to adopt rules for the efficient management and control of the Library including meal, lodging, transportation, and subsistence costs incurred by an individual while in travel status and necessitated by Official Library Business.

5. Policy:

- a. Timberland Regional Library shall provide sufficient and appropriate payment and reimbursement for the employees, Board of Trustees and others in order to cover reasonable and necessary meal, lodging, transportation, and subsistence expenses, within budgetary limitations, when conducting Official Library Business.
- b. Timberland Regional Library shall follow prevailing Internal Revenue Service (IRS) rules, regulations, or other directives regarding payment and reimbursement of meal, lodging, transportation, and subsistence expenses.

6. Citation:

- a. RCW: 27.12.210

- 7. Related References:
 - a. Internal Revenue Service Publication 15, the Employer's Tax Guide
 - b. TRL Travel Procedures

- 8. By the enactment of this policy the Board of Trustees for the Timberland Regional Library concurrently rescinds any prior policy within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Timberland Regional Library Board of Trustees on April 17, 2013

Corby Varvess
President, Board of Trustees

11-20-13
Date