

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

ORDINANCE 2016-07

**ORDINANCE REGULATING THE REIMBURSEMENT OF TRAVEL EXPENSES OF THE
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES AND EMPLOYEES**

The Fox River Valley Public Library District is committed to providing opportunities for employees and Board members to attend workshops, seminars and conferences, and to participate in professional organizations. Employees are encouraged to obtain additional education or training to increase their competence in present jobs and to prepare for advancement.

Qualifying travel expenses are "ordinary and necessary" expenses incurred by an employee or Board member for travel, lodging, meal, and / or incidental expenses for travel away from home in connection with attendance at workshops, seminars and conferences, and participation in professional organizations.

The maximum allowable reimbursement for travel expenses is limited to the standard IRS mileage allowance; economy airfare, including non-refundable and penalty fares; and / or the current rate for actual expenses incurred via other modes of travel.

Reimbursements for meal, lodging and / or incidental expenses will be reimbursed at their actual cost and must be accompanied by receipt or supporting documentation, but the maximum allowable reimbursement is limited to the current IRS *per diem* rate at the time of travel.

In the event of an emergency or other extraordinary circumstances, expenses that exceed the maximum allowable travel, meal, or lodging expenses, may be considered for approval by the Library Board.

Passed by the Board of Trustees of the Fox River Valley Public Library District this 18TH day of August, 2016, by a vote of:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Approved:

Margaret M. Skold, Ph.D., President
Fox River Valley Public Library District

Attest:

Richard V. Corbett, Secretary
Fox River Valley Public Library District