

DEER PARK PUBLIC LIBRARY

Travel Policy

Purpose & Scope

The Deer Park Public Library realizes the importance of a knowledgeable staff and encourages growth and development through participation in educational and training programs and conferences. This policy outlines the Library's reimbursement practices for travel expenses. Prior approval must be obtained before attendance at any training program or conference.

Allowable expenses include round trip mileage (ground transportation for local attendance), airfare (round trip), hotel and meal reimbursements, and conference registration which have been incurred by the staff member.

The Office of the State Comptroller states:

Employees should submit and itemized claim in a timely manner after returning from official business travel. Required documentation generally includes:

- An original signed copy of your standardized travel form
- A copy of the approval form for travel or conference attendance
- Original receipts for all actual and necessary expenses

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- The audit of claims, required by law, is an essential internal control for ensuring that travel policy requirements are followed by all employees.

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Source: *OSC brochure Managing Your Travel and Conference Expenses*

<https://www.osc.state.ny.us/localgov/costsavings/travconfexpense.pdf>

Conference Request Form

The request form is to be used for events outside of Nassau and Suffolk counties. An estimate of expenses to be incurred should be shown. Prior approval by the Director is required.

Travel / Meeting / Conference Reimbursement Request Form

Utilizing the worksheet provided, expenses are to be summarized in the reimbursement request. All original receipts must be submitted with the form.

Mileage

Round trip mileage for local attendance shall be reimbursed according to current *IRS Standard Mileage Rates*.

When traveling from home to a location other than the Library, or from a location other than the Library to home, the distance traveled for reimbursement is computed by first subtracting the distance from one's home to the Library.

For example: If an employee travels from home to a meeting and then to the Library, the Library will reimburse the employee the mileage from home to the meeting and then to the Library, minus the distance from home to the Library.

Air Travel

Staff may have their airline reservations made through the Library Business Office. If the staff member is making his/her own reservations, a copy of the credit card billing statement must be supplied.

Transportation To and From Home Airports

Staff shall be reimbursed accordingly with original receipts submitted to the Library Business Office. Travel to and from "home airports" (LaGuardia, JFK, Newark and MacArthur) is capped at \$90 each way.

Other Forms of Transportation

Other forms of transportation (railroad, buses) shall be reimbursed accordingly with original receipts submitted to the Library Business Office.

Lodging

The Library will reimburse the staff member the actual cost of accommodations within a reasonable level. Reimbursement is at single occupancy rate. Deer Park Public Library is not subject to state tax when staying at a hotel in New York State. New York State and Local Sales and Use Tax, Form ST-129 is to be submitted to the hotel. A copy of the staff member's credit card billing statement is required if accommodations have not been paid directly through the Library Business Office.

Meals

The Library does allow reimbursement for meals and incidental expenses (e.g., tips) up to \$75 each day. Any expenses exceeding this amount are the responsibility of the attendee. Reimbursement procedure requires the staff member to provide original receipts. When sharing a meal with others separate checks are required.

Miscellaneous

Reasonable and necessary costs for automobile parking will be reimbursed.

Reasonable and necessary gratuities will be reimbursed.

Other expenses will be reimbursed if determined to be reasonable and necessary. Supporting original receipts, documents, etc. must be provided.

Expenditures Excluded From Reimbursement Include the Following:

Any expenditure on behalf of anyone not a Deer Park Public Library staff member or Trustee

Side trips which are not reasonably part of the program or conference

Purchase of alcoholic beverages

The library does not provided reimbursement based upon reconciliation of expenses between parties. Any settlement of expenses between staff members or Trustees is the responsibility of the individuals involved.

Request Forms

Use Conference Request Form; and Conference Reimbursement Request Form for approvals.

Reimbursement Request is to be submitted within 45 days after the conclusion of the conference

New York State and Local Sales and Use Tax, Form ST-129 is to be submitted to hotel, if in New York State

Prior Revision approved by Board of Trustees May 28, 2014

Revision approved by Board of Trustees March 23, 2016

Reviewed by Counsel March 15, 2016

Reviewed and reapproved by Board of Trustees January 24, 2024

**DEER PARK PUBLIC LIBRARY
CONFERENCE REQUEST FORM**

This form is for use by any individual who will be attending a conference at which an expenditure will be incurred and who will seek reimbursement for such expenses. Please attach any appropriate descriptive material.

Name _____

Conference/Meeting Title _____

Location _____ Date(s) _____

EXPENSE CATEGORY	DETAIL	ESTIMATED COST
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Lodging

Meals

Mileage

Air Fare

Conference Admission Fees

Other

TOTAL:

Signature

Date

APPROVAL FOR ATTENDANCE

Library Director

Date

Dates of Conference:
From: __/__/__ To: __/__/__

CONFERENCE
DAILY WORKSHEET

Submitted by: _____

Conference _____

Only submit charges with ORIGINAL receipts.						This Total is to be added to back of form
				<u>Pd by Employee</u>	<u>DPPL Cr Cd.</u>	<u>Summary Total</u>
<u>Lodging</u>						<u>Lodging</u>
						\$
Meals (CoWorkers Submit Separate Receipts):						
	<u>Day #1</u>	<u>Day #2</u>	<u>Day #3</u>	<u>Day #4</u>	<u>Day #5</u>	
<i>Breakfast</i>						
<i>Lunch</i>						
<i>Dinner</i>						
						<u>All Meals</u>
Total						\$
<i>Daily</i>						
<i>\$75 CAP</i>						
<i>INCL TIP</i>						
Travel :						
Mileage						
Travel Exp.*						
<i>*Airport Svc</i>						\$
<i>Cap \$90 Incl Tip</i>						
Airfare						\$
Conference						\$
Other Fees						
						<u>Other Fees Total</u>
						\$

NOTES :

OFFICE USE :

DUE EMPLOYEE: \$

DUE DPPL: \$

DEER PARK PUBLIC LIBRARY

CONFERENCE / TRAVEL SUMMARY

This form is for use by any individual who has incurred expenses at a Conference or Meeting.

Note: Original detailed receipts for all expenses claimed must be submitted with this form.

Name _____

Conference/Meeting Title: _____

Location _____ Date(s) _____

EXPENSE CATEGORY

ACTUAL COST (from back of this form)

Lodging : \$

Meals : \$

Travel Expense/Mileage : \$

Airfare: \$

Conference Admission \$

Other Fees: \$

TOTAL EXPENDITURE

Signature _____

Date: _____ 201_
