

## **Meeting and Conference Attendance Policy**

In order to promote job-related development, the Library strongly encourages all Trustees and employees to participate in professional conferences, workshops and seminars, time and funds permitting. Requests for attendance will be submitted in a timely manner prior to the conference/workshop on the *Meeting & Conference Request Form* along with a type written summary of goals and potential impact of training. The Director will consider the following in determining library support for conference attendance.

- Availability of staff to support ongoing library services to the public
- Membership in the sponsoring organization
- Relevancy of the conference program to the duties of the employee
- Role of the employee at the conference
- Cost to the library
- Attendance of the employee at other recent conferences
- Availability of funding

Management reserves the right to limit the number of staff attending a single conference if conference attendance negatively impacts the workflow of the organization. Where there is a large amount of interest, staff attendance at conferences will be on a rotation basis.

Staff members who are involved in the program or the preparations for the meeting may be allowed to attend on Library time with reimbursement for both meals and transportation. All traveling staff will be credited for a 7-hour work day for each day spent at conference and for travel days to and from the conference. Overtime will not be granted for extended conference and travel days. A written report is expected within two weeks upon return from the conference.

### Allowable Expenses

Reimbursement will be made for all or part of pre-approved actual and reasonable expenses incurred for registration (early registration discounted amount), transportation (including taxis, airport shuttles and public transportation), meals, lodging, and other necessary business expenses. All eligible expenses up to the prior approved amount for the conference are reimbursable. Expenses must be reported on an actual cost basis (substantiated with original receipts or facsimile approved by the Library Director). Whenever possible, conference registration and travel reservations may be made on the library's credit card. Staff are encouraged to coordinate expenses whenever possible, such as through carpools or shared taxis used at the conferences.

### Lodging

Lodging reservations are the initial responsibility of the employee. Travelers should use recommended conference hotels, when appropriate. Since hotel reservations are typically guaranteed to assure lodging for late arrivals, travelers are required to cancel these reservations in a timely manner to prevent no-show charges or the individual will be held responsible for these charges. The library is a sales tax exempt organization. Prior to traveling, the employee should contact the Director to obtain a Tax Exemption certificate if planning to stay at a hotel in New York State only. Tax Exemption Certificates are not valid outside of New York State.

### Meals

The Library will reimburse travelers up to \$30 a day for the cost of their own meals and tips.

### Travel and Related Expenses

Travel within the New York metropolitan area for under \$750.00 in expenses must be pre-approved by the Director. Overnight travel beyond the New York metropolitan area costing over \$750.00 must be pre-approved by the Director and the Board of Trustees.

Air and rail travel will be reimbursed for coach fare only. Air travel is restricted to regularly-scheduled commercial airlines. All travel arrangements should be made in advance, as airfare booked early can often be obtained at a much lower rate. Before committing to a deeply discounted ticket carrying a substantial penalty for cancellation, individuals should make certain that they can adhere to the planned itinerary.

Lost baggage, clothing, or other personal items are the responsibility of the traveler. The Library will not assume responsibility if damage to personal equipment occurs during conference travel.

### Personal Automobile Use and Mileage Reimbursement

Reimbursement for use of personal vehicles for library business will be at the IRS mileage rate, effective January 1 of each year. Examples of travel expenditures include but are not limited to travel to purchase supplies; travel to provide outreach services, travel to approved conferences and workshops. Please note that no reimbursement will be made for the cost of repairs to

personal vehicles, regardless of whether the costs result from business travel or whether they result from acts of the traveler or another individual. It is the obligation of the owner of a personal vehicle being used for Library business to carry adequate insurance for his or her protection and for the protection of any passengers. In the event of an accident, the employee is responsible for his/her own auto insurance deductible.

#### Non-Reimbursable Expenses

The library will not reimburse travelers for expenses that are inherently personal in nature, nor provide reimbursement for the travel expenses of spouses or others who accompany employees on library business.