



TRAVEL AND CONFERENCE POLICY

The Bloomfield Public Library (“the Library”) is committed to ongoing learning for all Library staff and members of the Board of Trustees. Time and funds permitting, the Library encourages the Director, Library staff, and Trustees to participate in professional conferences, workshops, and seminars.

The following circumstances will be considered when determining Library endorsement of conference, workshop, or seminar attendance:

- Availability of staff to continue providing Library service to patrons;
- Membership in the sponsoring organization;
- Relevancy of the conference program to the duties of the staff member;
- Role of the staff member at the conference;
- Cost to the Library;
- Attendance of the staff member at other recent conferences; and
- Availability of funding and/or scholarships.

If staff attendance at a single conference would negatively impact the day-to-day workflow of the Library, a limit on the number of Library staff in attendance or a rotation schedule may be put in place.

Traveling staff will be credited for full day of work for each day spent at the conference, and for travel days to and from the conference. Overtime will not be granted for extended conference and travel days. Staff may be either allowed to charge allowable expenses to the Library credit card, or reimbursed for allowable expenses incurred during the conference. See the Credit Card Policy for more information on appropriate use of the Bloomfield Public Library credit card.

Allowable Expenses

Reasonable expenses that are covered or reimbursed by the Bloomfield Public Library for Library employees include:

- Registration (all efforts must be made to access an early registration discounted amount, if available);
- Transportation;
- Meals (excluding alcohol);
- Lodging; and
- Other necessary, reasonable business expenses.

Meals

The Library will reimburse travelers up to **\$50** a day for the cost of their own meals.

Travel and Related Expenses

Travel under **\$100** in expenses must be pre-approved by the Director. Travel costing over **\$100** must be pre-approved by the Director and the Board of Trustees. Air and rail travel will be reimbursed for coach fare only.

All travel arrangements should be made in advance, as tickets booked early can often be obtained at a much lower rate. However, before committing to a deeply discounted ticket carrying a substantial penalty for cancellation, Library staff or Trustees 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.

Mileage Reimbursement

Reimbursement for the use of personal vehicles for Library business will be at the current IRS mileage rate.

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.

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 their own protection and for the protection of any passengers. In the event of an accident, the employee is responsible for their own auto insurance deductible.

Documenting Expenses

Staff are required to provide proper documentation for all transactions prior to reimbursement. This documentation includes the following:

- Clearly documented purpose of each purchase on approved Requisition Form.
- Itemized receipts for all purchases.
- Credit card statements will be reconciled with corresponding itemized receipts and invoices.
- Names of individuals incurring expenses (e.g., names of attendees at a meeting where food was purchased).

Non-Reimbursable Expenses

The Library cannot reimburse for expenses that:

- lack proper documentation;
- are inherently personal in nature; or

- are related to the expenses of spouses or others accompanying Library staff members on Library business.

Adopted: October 21st, 2024