

Vandergrift Public Library

Travel Policy

Adoption Date: 07/08/2026 by the Board of Vandergrift Public Library

Policy Number: 001

Purpose of Policy: The Travel Policy of Vandergrift Public Library explains what to do when spending money and receiving reimbursement for approved travel expenses, including transportation, lodging and food. This policy supports Vandergrift Public Library's mission to inspire lifelong learning, enrichment, and connection for our community.

Scope of Policy: The policy applies to all employees and board of trustees of Vandergrift Public Library.

Policy Statement: Vandergrift Public Library provides the information you need to do your job well and to keep a safe workplace for everyone. The library encourages you to find learning opportunities in building your skills and knowledge.

Staff and Board Trustee Responsibilities:

1. For Employees:

- a. **Understand the Policy:** Be familiar with the Travel Policy and related procedures.
- b. **Report Expenses Accurately:** Make sure to report all your expenses correctly in your Expense Report Form.
- c. **Submit Reports on Time:** Turn in your Expense Reimbursement Form with all required receipts to your supervisor on time to get reimbursed. The library director should send their Expense Reimbursement Form and receipts to the board president.
- d. **Follow Document Retention:** Follow the Document Retention Policy to keep proper records and for auditing purposes.

2. For Management Staff:

- a. **Understand the Policy:** Be familiar with the Travel Policy and related procedures.
- b. **Approve Reports Promptly:** Review and approve expense reimbursement forms from employees quickly.
- c. **Submit Reports on Time:** Send the approved expense reimbursement forms and all required receipts to those responsible to complete the reimbursement process.

- d. **Follow Document Retention:** Follow the Document Retention Policy to keep proper records and for auditing purposes.
- 3. For Board Trustees:**
- a. **Understand the Policy:** Be familiar with the Travel Policy and related procedures.
 - b. **Approve Reports Promptly:** Review and approve expense reimbursement forms from the library director quickly. Send the approved expense reimbursement forms and all required receipts to those responsible to complete the reimbursement process.
 - c. **Follow Document Retention:** Follow the Document Retention Policy to keep proper records and for auditing purposes.

Staff Procedures:

- 1. Approving expenses:**
- a. **Reasonable Costs:** Your travel expenses must be reasonable, necessary, and related to your job at the library.
 - b. **Types of Expenses:** This includes travel for outreach activities, meetings, workshops, and conferences.
 - c. **Supervisor Approval:** Get approval from your library director or supervisor before booking travel or spending money. Talk with your supervisor concerning balancing cost-effective options for travel and the impact of staffing needs at the library.
- 2. Travel Reservations:**
- a. **Be Cost-Conscious:** Book travel carefully and choose the most cost-effective options. Do not pick more expensive options just for personal comfort.
 - b. **Book Early:** Try to book your travel as early as possible to take advantage of any cheaper rates.
 - c. **Frequent Flyer Miles:** You can earn frequent flyer miles or points from approved travel, but do not choose more expensive options to earn miles or points.
 - d. **Check Policies:** Be aware of any cancellation or change policies of any travel reservations.
 - e. **Ask Questions:** If you have any questions about travel reservations, ask your supervisor.
- 3. Travel Safety:**
- a. **Research Security:** Before you travel, find out as much as you can about the safety of the area you are visiting.
 - b. **Daily Check-ins:** Check in every day with a designated staff member (your supervisor or coworker) while you are traveling. Try to check in at the same time each day.
 - c. **Follow Local Laws:** Follow all local laws while traveling at your destination unless they go against human rights or dignity. Local laws take priority over our library policies.

- d. **Use Common Sense:** Apply the same good judgment you use at home and work while traveling.
 - e. **No Phone Use While Driving:** Avoid using your phone while driving, even for hands-free calls, unless it is an emergency.
 - f. **Hotel Safety:** When you check into your hotel room, look at the emergency exit plan on the back of your room door and note the exit route. Have a plan in the event there is an emergency.
 - g. **Avoid Risks:** Stay away from situations that could be unsafe for you or any colleagues traveling with you.
 - h. **Report Concerns:** If you have any security issues or incidents, tell your supervisor right away and fill out an incident report when you return to the library. Check the Incident Report Policy for details.
 - i. **Stay Healthy:** Eat well and drink plenty of water while traveling. If you feel sick, get medical help as soon as possible.
 - j. **Safe Transportation:** Never ride with a driver who seems impaired. If the driving speed of your driver makes you uncomfortable, ask the driver to slow down or safely exit the vehicle.
 - k. **Remember:** Every risk you take can affect you, the library, its mission, and the community we serve. Keep your safety and the library's mission in mind while traveling.
- 4. Expense Report Requirements:**
- a. **Submit the Form:** To get reimbursed, fill out the Vandergrift Public Library's Expense Report Form.
 - b. **Include Details:** Your report should show the date, location, reason for each expense, and follows the form's format.
- 5. Expense Receipt Requirements:**
- a. **Submit Receipts:** Include your receipts when you fill out the Expense Report Form. Send all documents to your supervisor within 30 days so you can get your reimbursement quickly. Each receipt should clearly show:
 - i. The date you made the purchase,
 - ii. A list of everything you bought,
 - iii. The cost of each item, and
 - iv. The name and address of the store or vendor.
- 6. Lodging:**
- a. **Use of Credit Card:** Whenever possible, make lodging reservations using the Vandergrift Public Library's debit card.
 - b. **Home-Sharing Restrictions:** You cannot use home-sharing services like Airbnb, VRBO, or HomeAway for lodging.
 - c. **Conference Booking:** If you're attending a conference, it is recommended to book a room through the conference's group rate.
 - d. **Reimbursement Policy:** Reimbursement will only cover the cost of a single room, not multiple rooms.
 - e. **Room Charges for Incidentals:** You will need to use your own personal credit card for any incidentals and additional charges to your room.

7. Mileage Reimbursement:

- a. **Be Reasonable:** Only claim reasonable mileage. Your supervisor will check the distance you have traveled for approval.
- b. **No Commuting Costs:** You will not be reimbursed for commuting from home to the Vandergrift Public Library for your regular working hours.
- c. **Measure Distance:** For mileage, use the shorter distance between your destination and your library or home.

8. Using Your Personal Vehicle:

- a. **Driver's License and Insurance:** If using your own vehicle for travel, you need a valid Pennsylvania driver's license, insurance for your vehicle, and a clean driving record for the past year.
- b. **Mileage Reimbursement:** You can get reimbursed for business travel in your personal vehicle at the [current IRS rate](#). The Vandergrift Public Library's Expense Report form will automatically calculate this for you based on miles you drive.
- c. **Damage to Personal Vehicle:** If you have an accident while traveling, you are responsible for paying your own car insurance deductible.

9. Using a Rental Vehicle:

- a. **Renting a Car:** You can rent a car for library travel within the United States if it is cheaper than using your personal vehicle. You can be reimbursed for gasoline expenses related to use of the rental vehicle. Follow all requirements of the rental company when using the rental vehicle.

10. Parking Fees: You can get reimbursed for parking fees incurred while traveling. You are responsible for any parking tickets or fines incurred while traveling.

11. Using a Shuttle Service: You can get reimbursed for using a hotel shuttle service or other shuttle service if it is available and needed. If no shuttles are offered, try to use the least expensive transportation option. This can include a ride sharing service like Uber, Lyft, or a taxi service.

12. Accompanying Travelers:

- a. **Accompanying Traveler:** You can bring an accompanying traveler on a work trip if it does not prevent other employees from traveling for work.
- b. **Reimbursement:** The library will not pay for travel expenses for your accompanying traveler, but we will cover legitimate expenses you, as an employee, have.

13. Vacation Time Added to Traveling: If adding any vacation time to your travel, any difference in costs for airfare, car rental, lodging or other expenses should be noted clearly on the Expense Reimbursement Form and paid by you as an employee.

14. Personal Items: The Vandergrift Public Library is not responsible for any damage to or loss of your personal items while you are traveling. Any lost baggage, clothing, or other personal items are your responsibility.

15. Work Hours While Traveling: While traveling, you will be paid for a full 7 hour workday for each day you are on the trip, including time you spend traveling, at meetings, workshops, or conferences. If you end up working more than 7 hours in a day, please discuss it with your supervisor.

16. Per Diem Allowances for Meals:

- a. **Meal Reimbursement:** You can get reimbursed for actual meal costs and tips, but only up to the US government's Per Diem (daily) Rates. Check this website for rates for each city and state: [Per diem rates | GSA](#).
- b. **Itemized Receipts for Meals:** Ask for a detailed receipt whenever you can.

17. Incidental Expenses: You are responsible for any incidental expenses incurred during your traveling. This includes activities outside of meetings and conference sessions.

18. Using the Vandergrift Public Library's Debit Card:

- a. **Use:** The library's debit card can be used to book travel expenses as an alternative to using a personal credit card.
- b. **Monthly Reports:** Immediately after your trip, send in your reports and receipts for any expenses you have made.
- c. **No Personal Use:** Do not use the library's debit card for personal expenses.
- d. **Accidental Personal Use:** If the library's debit card is accidentally used for personal expenses, please talk with your supervisor. You are responsible to pay back the library for these expenses.

19. Federal Award of Funds for Travel Costs:

- a. **Get Approval:** You must get approval from the library director or your supervisor before booking travel or spending money.
- b. **Justify Costs:** If you are using federal award of funds for travel, the costs for transportation, lodging and food must be reasonable and follow the library's travel policy.
- c. **Check Regulations:** Follow the guidelines in [§ 200.475 Travel Costs](#) in the Code of Federal Regulations (2 CFR 200.475) for travel costs covered by federal funds.
- d. **Review and Adjustment:** Reimbursement rates for expenses charged to federal funds can be reviewed and adjusted when necessary.
- e. **Required Documentation:** Keep all your travel documents and receipts to prove the trip was necessary for receiving the federal award of funds.
- f. **Follow Procedures:** Follow all staff and board trustee procedures section of this policy.
- g. **Mileage Rate:** Use the [IRS Standard Mile Rate for Business](#) for the current year for your personal vehicle.
- h. **Meal Reimbursement:** You can be reimbursed for actual meal costs and tips, up to the US government's Per Diem (daily) Rates. Check the rates for each city and state: [Per diem rates | GSA](#).
- i. **Transportation Costs:** Reimbursement is allowed for coach fare, tolls, parking fees, rental car expenses, and necessary taxi fares.
- j. **Lodging:** Reimbursement for lodging is only for single room rates.
- k. **Ask Questions:** If you have any questions, talk with your supervisor.

Monitoring for Compliance and Consequences:

Make sure you report all expenses correctly and provide the necessary documentation for anything you spent on behalf of the Vandergrift Public Library. Your expenses might be reviewed or audited to ensure everything is in order. If it is found that you have claimed expenses that are not related to the library, you might lose the privilege to travel on behalf of the library, lose the use of the library's credit card, face disciplinary action, or even be terminated by the library. You are responsible for paying back to the library any personal expenses charged on the library's credit card.

Policy Notice: This policy is subject to change without notice.

Original Approval and Amendments:

Policy originally approved by Vandergrift Public Library Board 7/8/2026.