

Jessamine County Public Library Board of Trustees Reimbursement Policy		
Effective date: 06-14-2012	Last revised: 07-20-2022	Last reviewed: 07-20-2022

The Jessamine County Public Library Board of Trustees members may be reimbursed only for pre-approved out-of-pocket expenses actually incurred in the performance of their duties for the Jessamine County Public Library, including attendance of continuing education events. Prior authorization by a vote of the Library Board is required for expenditures to qualify for reimbursement. Travel expenses must always be minimized to the extent reasonably possible under the circumstances.

Original receipts must document claimed expenses. No expenses will be reimbursed for friends or relatives accompanying a Board member on Jessamine County Public Library business. No expenses will be paid or reimbursed for non-business-related travel or extension of stay beyond completion of the business of the Library. All travel expenses must be pre-approved to be eligible for reimbursement.

Travel meal expenses

Board members who engage in pre-approved out-of-town travel on official Jessamine County Public Library business will be reimbursed for any reasonable expenses incurred for meals while travelling (Per diem maximum). The Per diem will be reimbursed at the rate approved by the Commonwealth of Kentucky Finance and Administration Cabinet. Please contact the Executive Director or the Operations Manager for the current rate.

To request reimbursement, the Board member must submit an expense voucher. The voucher will be signed by the Board President and Secretary and submitted to the Executive Director/Operations Manager for reimbursement. The Library will not reimburse for the cost of alcoholic beverages.

Business meeting meals

The Jessamine County Public Library's Board members do, on occasion, meet during meals or invite special guests (such as visiting performers/authors, and potential employees) for meals. The Board will approve all expenditures for business meeting meals in advance. Expenditures for business meeting meals will be reimbursed. No charges for alcoholic beverages will be paid by the Library. Business meeting meals should be reasonably priced, appropriate for the event, with care taken to limit the expense to the Library. Excessive expenses will become the responsibility of the Board members. Receipts for all business meeting meal expenses are required before reimbursement may be made.

Mileage reimbursements

When pre-approved out-of-town travel on official Jessamine County Public Library business is conducted using a Board member's personal vehicle, mileage shall be recorded and will be reimbursed by the Library. Mileage will only be reimbursed for the shortest of the most direct routes between either the Board member's residence and the destination, or the Library and the destination. Mileage will be reimbursed at the rate approved on a quarterly basis by the Commonwealth of Kentucky Finance and Administration Cabinet. Please contact the Executive Director or the Operations Manager for the current rate.

Requests for reimbursement for mileage and related costs (such as parking, tolls, etc.) should be made to the Operations Manager using the expense voucher form which should be submitted within 30 days of returning from the event.

Transportation

JCPL will pay for pre-approved out-of-town travel on official Library business. Pre-booked transportation such as airline fares and car rentals will be paid by the Library in advance. All other applicable transportation expenses such as car service or public transportation must be paid using the Board member's personal funds and will be reimbursed upon return. Board members should take reasonable efforts to seek the most economical means of travel available.

Lodging

Pre-approved hotel expenses for pre-approved out-of-town travel on official Jessamine County Public Library business will be paid for by the Library. Reasonably priced accommodations (for conferences, at the conference rate) should be sought. Only reasonable expenses related to the lodging itself will be paid for by the Library.

Requests for reimbursement

All requests for travel expense reimbursements must be submitted on appropriate forms with appropriate supporting documentation. For special trips (such as conference attendance) reimbursement requests may be made upon the Board member's return.