



# PUEBLO CITY-COUNTY Library District

[www.pueblolibrary.org](http://www.pueblolibrary.org)

## SECTION TITLE

### **04.01.04 Expense Reimbursement and Travel Policy**

It is the policy of PCCLD to reimburse expenses incurred by employees while performing their assigned duties. Reimbursable expenses include approved travel during business hours and approved travel out-of-town. Approved travel out of Pueblo County may include lodging and meals and incidental expenses.

The PCCLD Board has adopted an “Accountable Plan” for the reimbursement of approved business related travel in order to minimize and simplify record keeping for both the District and its employees. An accountable plan is defined in the Internal Revenue Code, and requires that certain conditions be met, including: (1) the expense must be business related; (2) the employee must substantiate the expense; and (3) the employee must return any amounts received in excess of substantiated amounts.

A significant benefit of using an Accountable Plan for expense reimbursement is the elimination of all reporting to the IRS. However, records must still be kept by the employee and submitted along with reimbursement requests to the Finance Department pursuant to the IRS guideline to substantiate the expense.

It is the Library’s intent to follow IRS travel guidelines; however, the Library reserves the right to adjust or reduce reimbursement amounts based on funding availability.

#### **APPROVED IN-DISTRICT TRAVEL**

Business related approved travel is reimbursed on a per-mile rate established by the U.S. General Services Administration (GSA). Rates for mileage reimbursement can be found at the [gsa.gov](https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/private-owned-vehicle-pov-mileage-reimbursement) website at <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/private-owned-vehicle-pov-mileage-reimbursement>. Mileage is reimbursed on a monthly basis upon submitting the Mileage by Personal Vehicle Reimbursement Form. Mileage distances as calculated by a web-based mapping and direction program, such as mapquest or Google, may be used as verification of distance. Mileage reimbursement submitted to Finance later than the last day in February for prior year mileage will not be reimbursed unless approved by the Executive Director.

Additional mileage claimed for reimbursement must be documented by the employee. Odometer readings are considered substantiation by the IRS. Approved in-district travel is reimbursed monthly upon submission of the Travel Expense Reimbursement Form and approved by each employee’s department supervisor. Documentation must include the business purpose of the travel.

Under no circumstance is travel from home to work a reimbursable expense.

#### **APPROVED OUT-OF-DISTRICT TRAVEL**

Mileage is reimbursed using a fixed mileage rate approved on a per-mile rate established by the U.S. GSA. Arrangements for airfare required for meeting and conference attendance must be approved via the Travel Request Form by the Executive Director or Associate Director prior to booking.

Rental vehicles are not to be utilized for in or out-of-District travel unless approved prior by the Executive Director.

All receipts must be provided for reimbursement within 60 days of travel concluding.

#### **APPROVED OUT-OF-DISTRICT EXPENSES - not overnight**

Meals and incidental expenses for approved travel out-of-district but not overnight are reimbursable if the employee does not have a District issued p-card. All meals and incidental travel expenses should be paid by District issued p-card if available. Meals and incidental expenses are only authorized at the approved U.S. General Services Administration rates identified at [gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates) for the area of travel.

#### **APPROVED OUT-OF-DISTRICT EXPENSES - overnight**

All out-of-district expenses should be paid by District issued p-card if available. If the employee does not have a District issued p-card, out-of-District travel expenses are reimbursed or prepaid using the per diem method in order to standardize record keeping by both employee and the District. The per diem rates used are prepared by the General Services Administration and are published in the Federal Travel Regulations and by the Internal Revenue Service at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Per diem reimbursement for overnight out-of-district approved travel includes two amounts: (1) an amount intended to cover accommodations; and (2) an amount to cover meals and incidental expenses (M&IE). Per diem allowances can cover hotel and meals and incidental expenses combined, or can cover meals and incidental expenses only.

The amount reimbursed for overnight out-of-district M&IE will follow IRS guidelines in calculating travel days (75% of standard per diem) and deductions for meals which are included in the registration fees. Incidental expenses include laundry, dry cleaning, and tips. Telephone calls, cab fares, parking, luggage handling fees, and tolls are not included in incidental expenses and must be accounted for separately.

Meals and incidental expenses are only authorized at the approved U.S. GSA rates for the area of travel. Other travel costs, such as airfare, parking or luggage handling are only authorized at the lowest available option. Any expenses above the available lowest cost option (i.e., the cheapest available parking option, economy airfare) may be the responsibility of the employee traveling. The employee may be required to reimburse the District for any p-card charges over the GSA rate for meals and incidentals or for any above economy travel expenses.

#### **PER DIEM METHOD FOR MEALS AND INCIDENTAL EXPENSES ONLY**

It is the policy of PCCLD to reimburse business-related approved travel using a combination of methods: Hotel and related costs will be reimbursed based upon actual costs incurred and substantiated; meals and incidentals will be reimbursed or prepaid based on the per diem method.

Whether per diem is prepaid or reimbursed, an accounting of expenses incurred must be submitted. This can either be individual receipts, or a daily record of the meals/expenses including date, purpose, meal, and amount paid. (Example: Monday, August 10 – CAL Conference - Breakfast - \$7.50) Reimbursement will not exceed receipts or recorded amount. If per diem was prepaid, expenses must be submitted detailing charges and any excess returned to Finance. Per IRS regulation, any amounts not substantiated and not returned will be considered compensation and added to the employee's W-2.

No expenses exceeding the published U.S. GSA per diem rate for meals and incidentals in the travel area will be reimbursed.

#### **OTHER MISCELLANEOUS EXPENSES**

Petty cash is available at Rawlings and each branch to cover small expenses required in the conduct of daily business. Petty cash reimbursement procedures are addressed in a separate policy. Expenses that are not covered as travel or petty cash expenses are reimbursable on a case-by-case basis upon request to an employee’s supervisor with proper documentation. Reimbursement in these cases is expected to be infrequent, and only upon approval prior to expenditure except in the case of emergency.

**APPROVALS**

Reimbursement claims for expenses require the following approvals:

In-District	Department supervisor
Out-of-District travel/expenses	Department supervisor and Associate or Executive Director
Other miscellaneous expenses	Department supervisor

All travel must be approved prior to travel via the Travel Request Form. Once travel is approved, a copy of the approved form is due to the Finance Department. After travel is complete, the Travel Expense Reimbursement Form may be completed and turned in to the Finance Department. Any reimbursement requests without prior approval by the required parties will not be eligible for reimbursement unless approved by the Executive Director. The completed Travel Request Form is due to the Finance Department even if the employee is not requesting travel reimbursement.

See Also: 04.01.07 Petty Cash

**DOCUMENT – SECTION**

*Individual policy title*

1 of 2

**Adopted: xx-xx-xxx**

*(Policy no.) ##.##.##*

