



# Policy: Travel to Meetings Other Than ARSL

RESPONSIBILITY: EXECUTIVE COMMITTEE

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- DATE ADOPTED: March 23, 2012
  - DATE AMENDED: this space reserved for future amendment dates
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## Statement of Purpose

The Association for Rural & Small Libraries may reimburse the cost of travel for ARSL Board members, including transportation, meals, and lodging, when those expenses are required in order to represent ARSL in some official capacity. In deciding whether to approve proposed travel, the Board will consider the potential benefit to ARSL, weighed against the total expense of the travel. Reimbursement will be provided when approved in advance, up to the total amount approved by that year's budget.

## Reimbursement for Travel to and from ARSL's Annual Conference

Board members requesting reimbursement for travel to and from the Annual Conference, please refer to the policy regarding Financial Aid Reimbursement for Attendance at Annual ARSL Conference and Board Meeting.

## When Representing ARSL at Non-ARSL Functions

At the Board or Executive Committee's discretion, the Association may also provide financial assistance to members traveling to non-ARSL-sponsored functions as representatives of the Association. Any such travel requires pre-approval by either the Board or the Executive Committee.

## Before Travel

Travel by Board members representing the organization at non-ARSL events or for non-Board members requesting travel reimbursement should follow the guidelines in this policy. Before such travel, members must submit an Estimate of Total Travel Expenses.



At its option, the Board may decline to pay certain expenses, or require that a less expensive alternative be used for a proposed expense. Reimbursement for any of the expenses listed below assumes that proper application has been made in advance under the terms of this policy, and Board approval has been received. Regardless of the policy language below concerning expenses, such reimbursements will also be subject to any limitations or conditions imposed by the Board when approving the travel request.

### After Travel Is Completed

Travel reimbursement requests along with original receipts must be submitted to the Treasurer on an ARSL Request for Travel Reimbursement Form within sixty (60) days of the last date of travel. Requests should be accompanied by a receipt for each expense, a list of *per diem* meals, and/or a map with mileage.

Original receipts or copies of original receipts are required to obtain reimbursement for transportation, lodging, and registration fees. ARSL will limit the amount reimbursed on lost receipts to \$25.00. If a receipt is recovered, ARSL will reimburse the difference.

### Transportation by Air or Rail

ARSL will reimburse the cost of a coach class airline or train ticket at the lowest possible fare available at the time of booking. Participants are always urged to purchase tickets as far in advance as possible. Any ticket costing over \$500 and all international travel must be preapproved by the Executive Committee. ARSL will reimburse the cost of one checked bag.

### Meals

Meals that are not provided at the event are reimbursable up to \$50.00 per day. ARSL's *per diem* allowance for meals is

- \$10.00 for breakfast;
- \$15.00 for lunch;
- \$25.00 for dinner.



Original receipts for meals are only required if seeking reimbursement for an amount less than ARSL's *per diem*. Reimbursement will be for the exact amount shown on each receipt, not to exceed the *per diem* amount. No meal receipts are required for reimbursement under ARSL's *per diem* policy.

### Lodging Expenses

Individuals are expected to make their own arrangements for hotels. ARSL will reimburse according to the normal room rate for the given time of year. Any hotel stay exceeding \$250.00 per night must be pre-approved.

### Internet Access

ARSL does not reimburse for Internet connection fees during travel. Internet fees for hotel access will be reimbursed up to \$12.00 per day.

### Ground Transportation

ARSL will reimburse round-trip ground transportation in the form of a shuttle, taxi, or mass transit to and from the airport or train station. Private limousine service is not reimbursable.

### Mileage Reimbursement

Mileage will be paid at the prevailing rate set by the Internal Revenue Service (IRS) and as posted on the IRS Web site ([www.irs.gov](http://www.irs.gov)). If reimbursement is sought for car mileage, please attach a map that indicates the number of miles driven and the starting and ending points. Mileage is the sole form of reimbursement for car use. Gas is not a reimbursable expense.

### Toll Charges

ARSL will not reimburse toll charges.

### Parking Fees

ARSL will reimburse parking fees associated with travel by car, and also airport parking fees when flying.

### Car Rental

ARSL will reimburse the cost and fees associated with a rental car as well as parking fees when flying.



## Miscellaneous Expenses

ARSL may reimburse essential miscellaneous expenses on a case-by-case basis. For example, ARSL may reimburse the cost of making copies on site or other production costs done at a business center, including mailing materials and/or postage.

ARSL may reimburse expenses incurred by members when unavoidable changes to authorized travel must be made.

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