

## 1.21 Board Expenses

### Purpose

The Board members shall be reimbursed for actual expenses incurred in discharging their official duties. This policy and the following procedure pertain only to members of the Richland Community Library Board.

### Description

The following categories are reimbursable expenditure areas for the Board members:

Any Library-related activity, including conferences and business meetings, including registration fees and expenses incurred for attendance at board approved events. Expenses may include cost for travel, lodging and meals where these expenses are directly related to the attendance at the event, subject to the following limitations:

- **Lodging**—maximum of \$150 per night. (Exceptions must be pre-approved).
- **Meals**—breakfast, lunch and dinner should not exceed \$ 75.00 a day including tip. Entertainment expenses including alcohol are not reimbursable.
- **Library business travel**—air travel should be made at coach rate. Transfer fees and automobile mileage reimbursement shall be in accord with current Federal guidelines. This includes ancillary transfer fees and expenses as approved by the Board.

**Non-scheduled category expense**—if a Board member incurs an expense for an official duty or function not appearing on this schedule or for the amount exceeding the maximum set in this scheduled category, the Board shall not reimburse that expense unless a motion to approve the non-scheduled expense is adopted before the expense is incurred.

**Spouses and other family members**—Expenses for spouse and other family members accompanying Board members in discharging their official duties or performing authorized functions are not reimbursable.

**Expense vouchers**—to receive reimbursement, a Board member shall submit to the Director an expense voucher or other evidence and supporting documents to verify each expense incurred.