

Mileage Reimbursement

Resolved: Members of the Board of Trustees and staff will be reimbursed at a rate established annually at the Reorganization meeting when using their personal automobiles on library business.

Prior authorization by the Board of Trustees, library director, or designee is required. Mileage reimbursement vouchers shall be submitted to the Board of Trustees, through the Library Director for payment within six (6) months from when the expense was incurred.

Adopted by the Board of Trustees
September 22, 1993, implemented January 1, 1994

Reviewed and updated by the Board of Trustees
October 21, 2003