

Mileage

The IRS standard mile rate may be reimbursed when traveling on Library business in the employee's own car. For such travel to be reimbursable it must be authorized in advanced by the Chief Executive Officer if it is outside of district boundaries.

The exact mileage must be shown on the request for reimbursement.

When traveling from home to a location other than the Library, or from a location other than the Library to home, the regular distance traveled for the Library's reimbursement is computed by first subtracting the distance from one's home to the Library, if the travel is between home and a location other than the Library. For example, if an employee travels from home to a meeting and then to the Library, the Library will reimburse the employee the mileage from home to the meeting and then to the Library, minus the distance from home to the Library.

Amended: January 16, 2003; June 2021

Reviewed: July 15, 2010