BOARD EXPENSE POLICY

Library Board members shall serve without compensation but are entitled to be reimbursed for actual and necessary expenses.

a. Library Board members shall be reimbursed for expenses incurred while carrying out the duties of the office or committee. Such expenses include parking fees, lunch, meeting fees, mileage, etc.

b. If a Board member is appointed to represent the Library Board at a meeting, all expenses incurred, including housing, shall be reimbursed.

c. The Library Director shall provide a current reporting instrument which Board members shall use to submit expenditures for reimbursement. Where applicable, supporting receipts should be included.

d. Expense accounts must be submitted within 60 days to the Director for payment.

e. Mileage will be reimbursed at the standard IRS mileage rate.

Adopted: December 20, 1991
Reviewed: February 8, 2000
Amended: October 24, 2006
Reviewed: January 25, 2010
Reviewed: March 25, 2014
Amended: May 27, 2017
Amended: January 28, 2020
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