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143 Genesee Street ▪ Avon, NY 14414 ▪ (585) 226-8461 ▪ [avonfreelibrary.org](http://avonfreelibrary.org)

## **TRAVEL, CONFERENCE, AND MEAL POLICY**

The Avon Free Library (“Library”) annually budgets funding to allow staff to attend job-related seminars, workshops, courses, and meetings to conduct official Library business. This funding covers travel, meals, conference registration costs, and hotel lodging when necessary.

### **Approval:**

All overnight or out of Library conference and travel expenses require pre-approval by the Director. The Director’s overnight conference and travel expenses require pre-approval by the Board of Trustees (“Board”) at a regularly scheduled Board Meeting. If pre-approval by the Board at a regularly scheduled Board Meeting is not possible, the Board President may approve the Director’s travel.

### **Reimbursement of Expenses:**

Allowable expenses include airfare, mileage, lodging, meals, registration fees, and gratuities. An itemized statement of expenditures together with receipts must be submitted to the Claims Auditor for approval in accordance with the Claims Audit Policy.

- Itemized receipts or proof of payment will be required.
- The Mileage rate will match the Internal Revenue Service (IRS) standard mileage rate for the year.
- Hotel lodging accommodations require pre-approval and will be made for approved days only.

### **Release Time:**

Time will be permitted for pre-approved conference attendance and travel. Travel during the workday is considered work and compensatory time may be earned for travel time to and from conferences.

### **Events at the Library:**

From time to time, meals and/or refreshments may be deemed appropriate for a particular meeting, event or situation that is being held for business purposes at the Library. All food should be provided using our sales tax exempt status. Additional delivery and tip charges will be allowed. The employee accepting food should indicate initials and date on all receipts or invoices.

*Adopted by the Avon Free Library Board of Trustees: September 27, 2021*  
*Amended by the Board of Trustees on January 27<sup>th</sup>, 2025*