



Travel Policy

The Union Library Company of Hatborough (“ULCH”) will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of ULCH. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

“Travel” means any expenditure directly incident to official travel by employees and officers of ULCH involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Authorized Types of Official Business. Travel, meal and lodging expenses shall be reimbursed for employees and officers of ULCH only for purposes of official business conducted on behalf of ULCH, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee’s or officer’s official duties.

Maximum Expenses Without Board Approval – Travel, meal, and lodging expenses incurred by any employee in excess of \$150.00 per day must be previously approved in an open meeting by a majority vote of the Board of Directors of ULCH.

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Only coach or economy tickets will be paid or reimbursed.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. The traveler must refuel the vehicle before returning it to the rental company.

Public Transportation – ULCH will reimburse actual public transportation expenses only, when incurred in the traveling to events related to the employee’s or officer’s official duties

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the professional activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges.

Meals Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the expense report form and paid by the traveler.

Documentation. For all expenses to be reimbursed, a receipt must be submitted to the bookkeeper within 30 days of the travel events.

Road travel. ULCH will reimburse necessary road travel at the mileage rate published by IRS.

Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by ULCH.

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.

Entertainment Expenses. No employee or officer shall be reimbursed for any entertainment expense, unless essential to the purpose of the program, event or other official business. “Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.