

MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 4.874

POLICY TITLE: Transportation for Library Approved Travel

ADOPTION/LAST REVISION: Adopted 2-12-91, Revised 5-10-94

1. The library will reimburse staff for the use of their vehicle for library approved, in-state travel. Reimbursement will be from the library to the destination and back. The reimbursement rate shall be in keeping with the current city rate for mileage.
2. If an individual requires the use of a city vehicle for library approved Out-of-city travel, procedures designated by the City must be adhered to and appropriate records kept. All requests for a city car will be processed through the library's Business Office.
3. Other modes of travel such as airline, train, etc., must be approved by the Director in advance. A Library employee may be allowed an amount not more than the coach class roundtrip airline fare for out-of-state travel.