

Travel & Expense Reimbursements

Date Policy Approved: September 1, 2006 by DeSoto Parish Library Board of Control

Revised May 2007 by DeSoto Parish Library Board of Control

Revised March 23, 2017 by DeSoto Parish Library Board of Control

Travel and Expense Purpose

Date Policy Approved: March 23, 2017 by DeSoto Parish Library Board of Control

The Library Board of Control of Desoto Parish Library recognizes that board members and Library personnel of DeSoto Parish Library may be required to travel or incur other expenses from time to time to conduct library business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that:

- Adequate cost controls are in
- Travel and other expenditures are appropriate
- Provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of DeSoto Parish Library to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, DeSoto Parish Library expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend Desoto Parish Library's money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

Travel and Expense Policies¹

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Always get approval before buying for the library. When purchasing for the library, make sure you have a Tax Exempt form before leaving the library. Use separate sheets for separate receipts. Even if it's for the same program, if you have different receipts for different stores, use a separate form for each. Attach the receipt to each completed form and turn in to the Secretary.

¹ Miscellaneous Expense Procedures. DeSoto Parish Library Operations Manual, p. 104.

Travel and Expense Documentation

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Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include:

- (1) An original itemized receipt that identifies precisely what was purchased.
[Note: per diem amounts do not require a receipt]
- (2) Documentation of purpose.
[Note: For meal charges, there should also be documentation of individuals participating]
- (3) Authorization for travel
- (4) Conference brochure
- (5) Certificate of attendance

Receipts are required for all expenditures billed directly to DeSoto Parish Library, such as airfare and hotel charges. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written itemized receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).