



## Palmyra Community Library Mileage Reimbursement Policy

### **Purpose**

The Palmyra Community Library has established a mileage reimbursement policy to ensure that employees are not financially burdened for job-related travel cost.

### **Administration**

- Employees using personal vehicle for attendance at meetings, training opportunities or library business will be reimbursed at the current IRS standard mileage rate from their home or the library, whichever is closest to the travel site. Only one employee will be reimbursed per session unless there is a legitimate reason staff cannot drive together and it is approved prior to travel by the Director. Staff members must present properly completed and documented mileage claims for approval of the Director, monthly and subsequent audit by the Library Board, quarterly. Palmyra Community Library will reimburse mileage for the full (100%) current IRS standard mileage rate. This will cover eligible transportation. The costs of commuting to and from work are not allowable. Mileage will be reimbursed for round-trip travel between the Library and the location of an allowable business function.
- If an employee departs from or returns to their home instead of the Library, only the miles in excess of the normal daily commute can be submitted for reimbursement.
- If the employee travels on a day that is not a workday, all mileage traveled should be claimed as the employee would not be commuting to work on that day.
- Reimbursement for current IRS standard mileage is not taxable to the employee. Reimbursements above IRS allowances may be taxable to the employee.

OWWL Library System will reimburse mileage for job related activities or hosted by the System at fifty percent (50%) of the current IRS standard mileage rate. Palmyra Community Library will be responsible for reimbursing our employees with the system subsidy and will cover the remaining balance (50%) of current IRS standard mileage rate. Mileage reimbursement forms for the Palmyra Community Library must be completed by the 10th of the following month and submitted to the Director. Reimbursements will be processed and submitted to the Library Board on a quarterly basis.

*Adopted: March 20, 2024*



## Palmyra Community Library Mileage Reimbursement Form

Please submit your request by the 10<sup>th</sup> of the following month  
Inclusive Dates: January 1 – December 31, 2025

Employee name:

date:

DATE	TRAVELED FROM...TO...RETURN (Mileage from Library or Home – whichever is closer)	MEETING/EVENT	NAME OF CLAIMANT	MILES	AMOUNT

TOTAL CLAIM \_\_\_\_\_

\_\_\_\_\_  
CLAIMANT SIGNATURE