

**Dorothy Hull Library  
Windsor Charter Township**

**Reimbursement of Professional Development Expenses Policy**

**Purpose**

The Dorothy Hull Library Board of Trustees encourages each library staff member and Board trustees to take advantage of library professional development opportunities. The Library Board shall set aside funding for professional development in its annual budget. Approved expenses incurred from participating in professional development are to be reimbursed in accordance with this policy.

**Approval to Attend Professional Development**

The Director is encouraged to make staff aware of upcoming professional development opportunities that would enhance the library's services, as well as a particular staff member's professional growth. Attendance at workshops, meetings, courses, and conferences pertinent to an individual's library duties or professional development will be considered as scheduled hours worked.

The Director further has the authority to approve or disapprove staff professional development requests. The Board has the authority to approve or disapprove Director and Trustee requests.

Prior to attending any staff professional development for which reimbursement is to be requested, Director's approval must be obtained. Prior approval by the Board or the Board President is needed for trustee and Director reimbursement.

When an individual's plans change so one cannot attend an approved opportunity, the Director is to be informed. This is to allow for another staff member's attendance or for the cancelation of reservations.

As follow up to one's attendance, the Director and/ or Board may require the attendee to speak at a staff or Board meeting about the knowledge gained.

**Professional Development Expenses for Which Reimbursement Will Be Allowed**

Professional development expenses may only be reimbursed for the purpose of official business conducted on behalf of the Library.

The total professional development reimbursement approved shall not exceed the annually budgeted amount. An exception to this may occur, if the Board approves a budget amendment to handle the difference.

All travel and professional development costs are to be reasonable. Reasonable expenses that may be reimbursed are:

1. The actual cost of transportation (airline tickets, taxi fares, train tickets, car rental, parking fees, etc.);
2. Mileage costs when using a personal vehicle to attend an event. Note: Reimbursement shall be at the current IRS mileage rate for business.
3. Lodging costs at a hotel or motel, if an overnight stay is necessary.
4. Meal expenses while traveling, not to include forms of alcohol.
5. Conference/workshop fees, supplies and books for educational purposes needed for the professional development event.

Costs for entertainment will not be reimbursed, unless ancillary to the purpose of the program or event.

Receipts of actual costs are required to justify reimbursement requests.

#### **Additional Savings Opportunities**

Staff should take advantage of early registration, conference room rates, and other discounts associated with their travel ( double room occupancy, etc.) whenever possible. This can allow professional development funding to be used for additional opportunities.

Adopted 11/21/2019