



Guidelines for Paying Professional Dues and Expenses

The dues for ILA will be paid 100 % for all staff. ILA dues for the Board of Library Trustees shall be paid 100%. ALA dues for the Director and President of the Board shall be paid 100 %.

For approved travel to ILA, System, and State Library meetings and conferences by staff, Director, or Trustees, 100% of reasonable airline or train fares, mileage, shuttles, and parking will be reimbursed. Mileage will only be reimbursed at the rate of trips originating from the Library if it is less than mileage from home.

When overnight stay is required or advisable for staff, Director, or Trustees, 100% of reasonable rates will be reimbursed at the single rate. Accompanying spouses or non-staff must pay additional expense above the single rate.

For meals while in attendance out of the area, a per diem is allowed as follows: \$35 per diem or \$40 for large cities. Partial day claims will be based upon the following approximate rates: \$5 for breakfast, \$10 for lunch, and \$20 for dinner. Per diems may be paid in advance. Receipts must be kept and presented to the Library within one week of the return home. Any unused money must be refunded to the Library. All receipts for travel, hotel, and meals must be turned into the Library office for reimbursement. Mileage is reimbursed in accordance with the IRS allowable rate (currently 58 cents per mile).

An Expense and Mileage Report must be filled out and maintained during all approved trips. Certain trips mileage is already figured for (such as to LTLS), all other trips will be mapped out and mileage calculated using a program such as Map Quest or Google Maps.

When at an approved travel events, staff will be "on duty". Normal days off that are worked during a trip will result in a compensatory day off with in 2 weeks of trip. Behavior on such trips should reflect the decorum expected of a Mattoon Public Library staff member in building.