

PARCHMENT COMMUNITY LIBRARY BOARD EXPENSE POLICY

Library Board members shall serve without compensation but are entitled to be reimbursed for actual and necessary expenses.

- a. Library Board members shall be reimbursed for expenses incurred while carrying out the duties of the office or committee. Such expenses include parking fees, telephone, lunch, meeting fees, mileage, etc.
- b. If a Board member is appointed to represent the Library Board at a meeting, all expenses incurred, including housing, shall be reimbursed.
- c. The Library Director shall provide a current reporting instrument which Board members shall use to submit expenditures for reimbursement. Where applicable, supporting receipts should be included.
- d. Expense accounts must be submitted within 60 days to the Director for payment.
- e. Mileage will be reimbursed at the standard IRS mileage rate.

Adopted: December 20, 1991

Reviewed: February 8, 2000

Amended: October 24, 2006

Reviewed: January 25, 2010

Reviewed: March 25, 2014

Amended: May 27, 2017