



## **Missouri Evergreen**

### **Travel Reimbursement Policy**

Missouri Evergreen (ME) will reimburse staff from member-libraries for reasonable business travel expenses incurred while on assignments away from their normal work location.

Staff from member-libraries should submit Travel Reimbursement reports to the Executive Board Treasurer within 30 days of the completion of the travel. Itemized receipts for which reimbursement is requested should accompany all individual expenses over \$5.00. Individual expenses under \$5.00 for which reimbursement is requested may be itemized on a payment voucher. Payment will occur after the Executive Board approves the claim. All business travel outside of the state must have advance approval from the Executive Board for reimbursement purposes.

When approved, ME will reimburse the actual costs of travel, meals, lodging, and other expenses directly related to business travel objectives when budget allows. Any business travel expenses not listed below, will be reviewed and decided upon individually by the Executive Board. Staff from member-libraries are expected to limit expenses to reasonable amounts. Mileage, meals and lodging will be paid at a rate equal to that currently set by the General Services Administration.

Abuse of business travel expenses policies, including falsifying expense reports, can be grounds for disciplinary action, and possible prosecution.

*Adopted by Missouri Evergreen: June 10, 2021.*