



Trustee Business and Travel Expense Reimbursement

Purpose

The Nippersink Public Library District recognizes that Trustees may occasionally incur expenses while representing the Library at meetings, training sessions, conferences, or other official functions. This policy ensures that all such expenses are reimbursed in a manner that is responsible, transparent, and compliant with the Local Government Travel Expense Control Act (50 ILCS 150).

General Principles

- Trustees are expected to exercise sound judgment and fiscal responsibility when incurring expenses on behalf of the Library.
- Only reasonable and necessary expenses directly related to official Library business will be reimbursed.
- The Library strives to balance professional development opportunities with the prudent use of public funds.

Eligible Expenses

The Library will reimburse pre-approved Trustee expenses that are necessary for participation in official Library business, including:

- Registration fees for conferences, workshops, or meetings relevant to Library governance or operations;
- Travel expenses, including mileage (at the current IRS rate), tolls, or public transportation;
- Lodging for overnight travel at standard single-room rates; and
- Meals within per diem limits established by the U.S. General Services Administration (GSA), excluding alcoholic beverages.

Entertainment, personal expenses, and travel companions' costs are not reimbursable.

Approval and Reimbursement Process

- Trustees must receive prior approval from the Library Board of Trustees at a regular meeting before incurring any reimbursable expenses.
- A completed Expense Reimbursement Request Form with original receipts must be submitted to the Library Director within 30 days of the expense.
- The Library Director shall review the submission for compliance and present it for Board approval at the next regular meeting.
- The Board must vote in open session to approve all Trustee reimbursements, in accordance with the Local Government Travel Expense Control Act.



Transparency and Recordkeeping

- All reimbursement requests and supporting documentation are public records subject to the Illinois Freedom of Information Act (FOIA).
- The Library will maintain a record of all approved Trustee travel and reimbursements, including date, purpose, and amount.
- The total annual amount of Trustee travel and reimbursement expenditures will be reported in the Library's annual financial records.

Equity and Accessibility

The Library encourages Trustee participation in educational and professional development opportunities. Requests for reimbursement or travel support will be reviewed equitably and without bias, ensuring that all Trustees have access to training and events that strengthen Board effectiveness.