

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: 11/12/2009	Subsection
Section Mileage Policy	Date Revised: 3/25/2013	Page:
<p>Mileage Policy</p> <p>The library will reimburse staff and board members for the use of their personal vehicles for library business travel. Tolls and reasonable parking will also be reimbursed. Personal mileage rates will be set to the Internal Revenue Service mileage rate for the business miles driven. Mileage will be calculated from GML to the meeting and back, or the actual miles driven, whichever is less. Staff or board members desiring reimbursement will be responsible for presenting all receipts and proof of mileage at the time reimbursement is requested.</p>		
Revision Approved by Board: 4/11/2013		