

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: 7/12/2013	Subsection
Section Family/Spouse/Companion Travel	Date Revised:	Page
<p data-bbox="207 527 1133 573">Family/Spouse/Companion Travel Expenses</p> <p data-bbox="207 615 1393 716">In general, the library will not reimburse travel expenses incurred by an employee's spouse or companion accompanying the employee on a business trip, although some exceptions apply. To qualify for spouse or companion reimbursement:</p> <ul data-bbox="305 758 1398 947" style="list-style-type: none"> <li data-bbox="305 758 1398 863">• The library director or board president, or his or her direct designee must approve the companion's business travel in advance (this approval must be attached to each invoice); and, <li data-bbox="305 877 1398 947">• There must be a <i>bona fide and documented</i> business purpose of direct benefit to the library for taking your spouse or companion. <p data-bbox="207 989 1338 1056">If family/spouse/companion travel is approved, all rules that apply to library representative travel reimbursement will apply.</p> <p data-bbox="207 1098 1390 1165">If a library-owned or library-rented vehicle is used on a particular trip, no non-employees of the library may accompany library employees on the trip.</p>		
Revision Approved by Board:		