

Travel & Conference Policy

The Montauk Library encourages employees to participate in relevant conferences, workshops and programs that promote professional development. Employees are expected to share knowledge gained with fellow employees and submit a post-conference written summary to the Library Director.

Request to attend – attendance must be requested in advance and approved by the Library Director. Request should include name of conference/program and an estimate of all *best-rate* expenses associated with attendance. Requests to attend will be honored based on program relevance, staffing, funds and other administrative considerations.

Expenses will be reimbursed with valid receipts after submitting the Montauk Library's Request for Reimbursement form.

Reimbursable expenses include:

- Mileage (IRS Standard Mileage Rates), parking, taxi, shuttle, train, air, tolls, etc.
- Conference registration fees
- Meals – up to \$25 per meal / \$75 per day for full-day conferences
- Lodging – standard accommodations at reasonably-priced hotels

Non-reimbursable expenses include:

- Family/companion travel/lodging/meals
- Alcoholic beverages
- Expenses related to non-library activities
- Personal time taken before, during or after conference/program

Adopted by Montauk Library Board of Trustees, 8/19/2019