

Pinnacle Library Cooperative
Board Member Travel Policy

- I. Introduction
 - A. The Pinnacle Library Cooperative recognizes that Pinnacle board members, may from time to time, be required to travel on Pinnacle business. Any authorized expenses incurred while traveling for Pinnacle purposes will be reimbursed by Pinnacle.

- II. Board Member Travel and Event Attendance
 - A. Board members may have the opportunity to attend regional and national consortium-related events subject to budget constraints and a determined need. Attendance must be approved by the Board at a regularly scheduled meeting.
 - B. All event attendance must follow appropriate financial control procedures, including completion of all forms and submission of available receipts.
 - C. No entertainment expenses shall be paid. As defined in the Local Government Travel Expense Control Act, *"Entertainment' includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event."*
 - D. Pinnacle will not pay additional expenses for persons accompanying board members or staff.

- III. Types of Travel and Events for Board Members
 - A. Events will be limited to national and regional consortium-related user group meetings, such as IUG (Innovative Users Group) or COSUGI (Customers of Sirsi-Dynix Users Group, Inc.).
 - B. Other events or situations to facilitate coordination with a system-related vendor may be authorized by the Board when appropriate.

- IV. Reservations and Registration
 - A. Board members are responsible for booking their own conference registration, airfare, and hotel reservations, unless prior arrangements are made.
 - B. If possible, payment will be made using the consortium's credit card. If use of the credit card is not possible or is unreasonable, board members will pay the expenses with a personal credit card and seek reimbursement.

V. Reimbursement

A. Reimbursement for reasonable expenses will be paid by Pinnacle upon the completion of Pinnacle's Reimbursement Request Form. This form is due within 30 calendar days after returning from a travel event.

B. Pinnacle will cover the following expenses:

- Economy airfare to and from the out-of-state conference location, with the round trip amount not to exceed \$1,000.
- Ground transportation expense (to and from the airport, car for hire, cab or shuttle fare) with the amount not to exceed \$400.
- Per diem rate for meals at the GSA approved rate for the city. Breakfast and dinner would normally only be reimbursable when an overnight stay is involved. If an overnight stay is not involved, the per diem shall be applied proportionately at the rate of GSA daily meal breakdown for lunch and dinner applicable to the location of the event. Alcohol will not be paid for under any circumstances.
- Up to \$75 per day to cover miscellaneous expenses such as tips, internet access, onsite transportation, etc. All expenses must be documented on the Reimbursement Request Form.
- Luggage fees for up to two checked bags at the rate charged by the airline carrier used. Receipt of payment must be provided for record purposes.
- Conference registration fees (including special program and/or meal events).
- Automobile mileage to and from regional events at the IRS standard mileage reimbursement rate.
- Parking, including hotel parking when appropriate, and toll expenses.
- Hotel room at conference rate for up to five nights per national or state conference. Longer stays must be authorized in advance by the board when considering approval. Pinnacle does not cover the costs of other charges, such as additional guests, telephone calls, movies, etc.

VI. Appeal and Review

A. The Pinnacle Governing Board will review the Travel Policy periodically and reserves the right to amend it at any time. The Board authorizes the Pinnacle ILS Manager to waive regulation for staff under appropriate circumstances.

B. Any appeals for changes or exceptions to any portion of the Travel Policy will be considered. An individual wishing to file an appeal shall submit it to the Governing Board in writing.