

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 205

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STAFF TRAVEL POLICY

Revised 4/1/98

ALA reimburses staff for expenses incurred in the conduct of ALA business. Travel and related funds for staff travel are included in the approved budgets.

An employee's travel plans must be approved in advance by the supervisor.

All business travel supported with Association funds outside the U.S. must be approved in advance by the Executive Director.

I. Travel To/From Meetings

- A) All airline or train reservations must be booked through an ALA approved travel agent. ALA will review contracts with travel agents every three years, and will review performance on an annual basis.
- B) ALA staff are asked to choose the lowest airfare available without requiring plane changes or layovers. Employees who augment business travel with personal side trips resulting in increased costs to the Association will be reimbursed only the fare incurred for ALA-related business.
- C) Any travel incentives earned on the business portion of travel through an airline mileage incentive club may be retained for personal use. However, travel arrangements on specific airlines must be in accordance with the "lowest available airfare" guidelines.
- D) Staff members who travel via car or train for their own convenience or preference will be reimbursed at no more than the lowest available airfare.
- E) If for validated health reasons, an employee cannot fly, you will be reimbursed for actual coach train, bus fare or actual car travel costs.

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II Hotels

- A) ALA reimburses staff traveling on ALA business for no more than the cost of single-room accommodations in reasonably priced hotels. Suites and other higher priced accommodations are only to be used when essential to the direct conduct of business. Staff traveling with family or colleagues will reimburse ALA for any additional charges over the single person rate.
- B) ALA will not reimburse in room movies or use of hotel health club (if cost not included in room rate).
- C) Telephone expenses related to ALA business will be reimbursed. Personal calls will be reimbursed in such an amount not to exceed the personal call maximum reimbursable amount specified in the current guidelines.
- D) ALA will reimburse staff only for the length of stay required by the Association's business or the Association's interests (e.g. where arriving on or staying over Saturday will be more cost-effective). Extending stays in hotels must be approved by the employee's supervisor.
- E) Staff should always request, and check carefully, a copy of their hotel bill.

III. Ground Transportation

- A) ALA asks staff to use economical transportation to and from airports and rail stations. Economical transportation can include shared cab rides, shuttle service, or mass transit. Staff are asked to use the most economical transportation possible when it is safe, convenient to meeting schedules, and practical. When shared cab rides, shuttle service, or mass transit does not meet your requirements, poses safety risks, or is impractical given baggage loads, ALA will reimburse cab fares.

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- B) ALA will reimburse staff for car rental when public transportation, taxi or shuttle bus service is unavailable or inadequate (i.e. not within a reasonable distance or within time constraints imposed by the Association's business).
- C) ALA will reimburse reasonable expenses incurred by staff traveling from home to airport/rail or bus station, including airport parking.
- D) Use of personal vehicle for ALA business will be reimbursed at the standard mileage rate in effect (by the Association) at the time of travel. Tolls and parking fees will be reimbursed separately; receipts should be included with the expense report.

IV. Other Expenses

- A) ALA will reimburse staff reasonable expenses for up to three meals per day, including the use of the mini-bar. Meal charges may be reported on an actual expenditure basis or on a per diem basis that must not exceed the established per diem allowance for that trip. Per diem allowed will be established each year and based on a schedule which takes into account the current cost differences among cities in the U.S.

Note: If some meals have been provided (e.g. at a luncheon meeting during the day) staff should not claim the entire per diem, but only the actual meal costs incurred or a prorated per diem amount.

- B) For trips of more than 6 days, laundry and valet expenses are reimbursable.
- C) In the conduct of Association business it is sometimes necessary for staff to host meals. Moderate priced restaurants should be selected. A report must be submitted for each event including the American Express receipt, the purpose of the meeting and a list of persons attending.

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V. Reimbursement Requests

Expense reports should be submitted no later than two weeks after the trip has been taken. The expense report must be approved by the unit manager/department head. When traveling with another ALA traveler, each should submit a report. No expense over \$25 will be reimbursed without documentation. The appropriate manager or department head will review reimbursement requests from conferences for adherence to policies and guidelines and bring any problems to the attention of the staff member and/or Executive Director as appropriate.

VI. Insurance

ALA provides accidental death and dismemberment insurance of \$150,000 per person for all employees when traveling on ALA business.