

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 205a

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TRAVEL TO AND FROM ANNUAL CONFERENCE
AND MIDWINTER MEETING

Revised 4/1/98

VII. Annual Conference and Midwinter Meeting

- A) Travel arrangements (reservations and tickets) for travel to and from Annual Conferences and Midwinter Meetings are made by the Conference Services Office. Special conference rates are arranged by the Conference Services Office; ALA staff travel is normally via air coach class.
- B) Staff members who travel via car or train for their own convenience or preference will be reimbursed at no more than the special air coach conference rate.
- C) If an employee for validated health reasons cannot fly, he or she can be reimbursed for actual train coach fare and most economical overnight sleeping accommodation; if you must travel (for validated health reasons) via car, reimbursements will be at the special air coach conference rate.
- D) Travel to and from conferences is considered work time, and staff is normally allowed one day of travel time each way. Travel time of more than one day each way is usually charged to vacation or collapse days.
- E) If an employee chooses, for personal reasons, to travel by a schedule or route with a fare exceeding the air coach conference rate, the employee will be allowed or reimbursed only the amount of the special air coach rate.
- F) When travel plans requiring more than one day each way are essential for work or health reasons, the entire travel time can be classed as work time.

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- G) If work schedules make it unfeasible for an employee to use the special conference air schedules, ALA will pay for or reimburse the cost of travel which must be used. Staff person must submit justification for the exception.

- H) Non-exempt employees must keep time cards for travel time to and from conferences and midwinter meetings, as well as for working time at conferences and midwinter meetings.

See also ALA Personnel Policy, #315, Leave after Annual Conferences, Midwinter Meetings and other special meetings.