



MILEAGE TRAVEL REQUEST INSTRUCTIONS

The Library District has two library vans to use when conducting library business. When possible employees are encouraged to make use of the library vans for meetings, trainings, continuing education events, etc. The Director makes the final decision as to who can drive the library van or not. Employees that are allowed to drive the vans must submit a copy of a current valid driver's license so that they can be added to the library's automobile insurance policy.

The Library District reimburses employees for mileage when it is necessary to use their own vehicle for library business or to attend continuing education events outside of the district. Using your own vehicle for any library related event be approved by the Director prior to the event.

When an employee is conducting library business they must have a current valid driver's license and current proof of insurance on the vehicle being driven.

If an employee chooses to take their own vehicle to an out-of-town library related event and chooses to not go with the group on the library van they will not be reimbursed for mileage. A request to use their own vehicle must be submitted and approved by the Director prior to the event.

