

PARCHMENT COMMUNITY LIBRARY

BOARD OF TRUSTEES

LIBRARY BOARD EXPENSE POLICY

Library Board members shall serve without compensation but are entitled to be reimbursed for actual and necessary expenses.

- a. Library Board members shall be reimbursed for expenses incurred while carrying out the duties of the office or committee. Such expenses include parking fees, telephone, lunch, meeting fees, mileage, etc.
- b. If a Board member is appointed to represent the Library Board at a meeting, all expenses incurred, including housing, shall be reimbursed.
- c. Expense accounts must be submitted within 60 days to the Director for payment.
- d. Mileage will be reimbursed at the standard IRS mileage rate.

Adopted: December 20, 1991

Reviewed: February 8, 2000

Amended: October 24, 2006

Reviewed: January 25, 2010