Mideastern Michigan Library Cooperative

Travel Expense Policy

Adopted: October 9, 1997
Revised: January 12, 2017
Reaffirmed: September 8, 2022
Reaffirmed: September 10, 2026

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Travel Expense Policy

The purpose of the Travel Expense Policy of the Mideastern Michigan Library Cooperative is to maintain accountability for travel expenses incurred by the Director and staff in conducting official business for the Cooperative. The policy provides a system of internal controls to ensure that the Cooperative complies with all applicable laws.

Travel expenses of the Director as allocated in the budget shall be subject to approval by an Officer of the Board. Travel expenses for staff members allocated in the budget shall be subject to approval of the Director.

Travel expenses may include:

- Mileage reimbursement while using a personal vehicle;
- Registration fees to attend workshops, conferences and other professional development activities
- Air and ground transportation costs
- Lodging costs
- Parking fees
- Meals

Allowable mileage reimbursement expenses while using a personal vehicle include:

- Travel to member library locations while conducting cooperative business;
- Travel to attend workshops, conferences and other professional development activities;
- Travel to attend meetings with other organizations
- Travel to conduct banking functions
- Travel to retrieve mail from the MMLC U.S. Postal box
- Other travel as necessary to conduct business for MMLC.

The mileage reimbursement rate shall be that of the federal rate per mile. Changes in the federal mileage reimbursement rate shall have immediate effect.