



RICHMOND MEMORIAL LIBRARY
"Your Community Connection"

19 Ross Street, Batavia, NY 14020
585-343-9550 585-344-4651 (fax)

Employee Reimbursement Policy

Richmond Memorial Library shall reimburse employees for the following:

Mileage for library business including meetings, conferences, workshops.

Library will reimburse at the current IRS rate.

Full time library employees will not be reimbursed for travel within the city and town of Batavia.

Expenses associated with attendance at approved meetings, conferences, workshops including registration, hotel and food charges.

Any other reimbursement claim must be approved by the library director.

Corresponding receipts must be submitted for reimbursement.

Reimbursement for June expenses may be made from the next fiscal year's fund. All other reimbursements must be made within the current fiscal year.

Approved by Library Board of Trustees (October 20, 2008)