

**Buffalo & Erie County Public Library**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Mileage**

**CHAPTER: X**

**SECTION: 5**

**EFFECTIVE DATE: 1/1/14 (previously incorporated in Work Related Travel, Continuing Education, and Library Business Requests)**

**REVISION DATE: 9/5/2024**

**I. STATEMENT OF POLICY**

Library employees and trustees required to travel for library business using a privately owned vehicle may be entitled to reimbursement for the mileage and other expenses associated with said travel. This policy is intended to ensure appropriate and timely reimbursement of mileage and other related expenses.

**II. LOCAL MILEAGE EXPENSES**

**A. General Guidelines**

1. Local travel includes travel within Erie County or a contiguous county.
2. Mileage will only be reimbursed when using a privately-owned vehicle.
3. Employees will be reimbursed mileage for driving:
  - a. From one B&ECPL location to another as part of that employee's duties;
  - b. To present a library outreach program; or
  - c. To attend library business that has been preapproved by a supervisor.
4. Employees will also be reimbursed for tolls and parking fees associated with local travel.
5. Employees will be compensated for local travel from one business site to another. Employees will also be compensated for mileage in excess of their normal commute when traveling to an event at the beginning of their workday or from an event at the end of their workday.

6. Employees will not be reimbursed for mileage from a non-business site (including employee's home) to an event, or from an event to a non-business site (including employee's home) if such travel is commensurate with the employee's normal commute.

#### B. Reimbursement Requests

1. To be reimbursed for local travel, an employee must submit a [Claim for Mileage](#).
2. The employee must include the applicable distance, tolls, and parking fees and must attach supporting documentation in order to be reimbursed.
3. Mileage reimbursement is based on the rate established by the Internal Revenue Service (IRS) for the dates of travel (see [www.irs.gov/tax-professionals/standard-mileage-rates](http://www.irs.gov/tax-professionals/standard-mileage-rates)) or the minimum daily rate established for the employee's bargaining unit, whichever is greater.
4. Employee must select the appropriate benefit area at the top of the [Claim for Mileage](#) in order for the form to calculate the reimbursement.
5. The [Claim for Mileage](#) must be signed by a supervisor and submitted by the employee to the Business Office no later than the tenth (10<sup>th</sup>) of the month following the date(s) when the travel occurred.
6. Untimely, incomplete, unauthorized, or informal requests for reimbursement will not be considered.

#### III. NON-LOCAL MILEAGE EXPENSES

The process and guidelines for coverage of mileage and related expenses for travel outside of Erie County's contiguous counties are detailed in the [Library Business Expenses Policy](#). Requests must be submitted using a [Library Business Request](#), [Travel Expense Report](#), and [Travel Reimbursement Request](#). Untimely, incomplete, unauthorized, or informal requests for reimbursement will not be considered.

#### IV. FORMS

[Claim for Mileage](#)  
[Library Business Request](#)

[Travel Expense Report](#)  
[Travel Reimbursement Request](#)

V. RELATED POLICIES

[Library Business](#)  
[Library Business Expenses](#)