

4.11 MILEAGE AND TRAVEL [updated 9/8/2021]

When practical, employees are to use Library owned vehicles for Library business. Employees who are required to drive their personal vehicles on Library business may be reimbursed mileage for the round trip at a rate established by the Internal Revenue Service. A valid Ohio Driver's license shall be required of such drivers. Proof of insurance with approved vehicular personal injury and property damage limits shall be required for such vehicles being used on Library business.

Any location at which an employee is regularly assigned to work is considered the employee's home location. If an employee is regularly assigned to work at more than one location, all of those locations are considered home locations for that employee. If an employee has more than one home location, mileage will be calculated from the home location that is closest to the destination, or from their residence when beginning or ending their work day at the destination if their residence is closer than their home locations.

Employees may be reimbursed for mileage to and from their home location and another Library location to which they are assigned to work **unless the assigned location is closer to their residence than their home location.** Employees may be reimbursed for travel between library locations during the work day, calculated between the two locations **unless the assigned location is closer to their residence than their home location.**

If an employee is traveling to a non-Library location for their entire work day they may be reimbursed for mileage from their home location or residence to the non-Library location and back, whichever is less. If an employee is traveling to a non-Library location for only a portion of their work day they may be reimbursed for mileage from the location they left and/or returned to during the work day.

Employees may be reimbursed for the cost of meals, parking, and overnight accommodations when traveling on Library business outside the county. A limit is set on amount of reimbursement for meals, and the current limits are available from the administrative offices. Meals that are an integral part of a workshop or conference are reimbursed at full cost however, the IRS prohibits reimbursing for meals incurred during Library business that do not incorporate an overnight stay. Employees are normally responsible for making their own travel arrangements but the Library reserves the right to make or reimburse arrangements that reflect an economical mode of travel.

Time spent traveling to and from a Library location is generally excluded from hours worked. However, any time spent traveling during the workday, as part of an employee's principal activities, will be counted as hours worked. If an employee who normally works at a Library location is sent to a non-Library location for one day and returns that same day, all time spent traveling to and from that assignment is compensable work time. However, meal period and time spent traveling to and from the employee's home to the point of departure are not counted as hours worked. If an employee is sent to a non-Library location overnight, any time spent traveling that corresponds to the employee's normal working hours is compensable time. This includes hours traveled on days the employee normally does not work (e.g., Sunday). If an employee travels during a time that he or she would not normally be working, the time is not counted as hours worked. Meal time is not compensable.

- Exception: If the employee is the driver rather than the passenger, all time spent driving is compensable, regardless of when it occurs.
- Exception: Any time spent performing work during travel time (e.g., working on a plane) is compensable, regardless of when it occurs.