



TRAVEL EXPENSE MILEAGE POLICY

All employees using personal vehicles for approved Library business shall be compensated at the same rate as the current year federal mileage rate for miles traveled.

Personal vehicles should only be used when a library vehicle is unavailable for use and during work time.

Mileage will be paid from the designated Library location at which the driver is assigned to work for that day to the location of the library business or task and back to the designated Library location.

No mileage will be paid for arrival at the designated work location, but mileage will be paid if location changes due to library needs during the workday.

Adopted by the Rapides Parish Library Board of Control May 15, 2007

Revised November 16, 2010

Renewed as is October 4, 2013

Revised November 15, 2016

Renewed as is December 10, 2019

Revised November 16, 2021