



Travel Reimbursement Policy

Health Science Librarians of Illinois
(here after referred to as HSLI)

Approved by the members of the HSLI Board 10/23/2003

Updated 8/9/11

Policy

It shall be the policy of the HSLI to budget for the reimbursement of its officers for the expenses listed. Travel expenses shall include transportation costs, hotel accommodations, meeting registration, and meals. Transportation costs are defined as, bus, or train fare, or automobile expenses. Automobile expense may be reimbursed if substituted for bus, or train fare. Automobile mileage will be reimbursed at the IRS approved rate (currently at \$.55.5 a mile as of July 1, 2011) if the total amount is less than or equal to the established bus, or train fare. Taxicab fares to or from the bus or train stations will be reimbursed. Meals will be reimbursed for meeting meals only. Reimbursement will be made only if funds are budgeted and available in the HSLI treasury.

Procedure for Reimbursement

Request for travel reimbursement are to be submitted on regular HSLI Expense Reimbursement Forms, which need the approval of the President or Treasurer.

Allowable Expenses

Travel Reimbursement

Mileage will be reimbursed to all Board members and Committee Chairpersons for attending the meetings of the Board.

President

1. HSLI will provide a complimentary standard room and conference registration fees for the President at the annual fall meeting.
2. HSLI will reimburse to a maximum of \$500 per fiscal year for expenses incurred by the president for travel to a professional meeting other than HSLI. The purpose of travel to another professional meeting is to represent the Board at appropriate functions. Examples of such meetings might be meetings of the Midwest Chapter of Medical Library Association, American Library Association, Medical Library Association, Library Systems programs, etc. Reimbursable expenses are defined in the general policy statement.