

Mileage Reimbursement Policy

Outagamie Waupaca Library System

Purpose

In order to facilitate and encourage attendance at meetings, the Outagamie Waupaca Library System (OWLS) reimburses member librarians for mileage at the rate currently set by the Internal Revenue Service. In general, OWLS will pay mileage for those meetings at which the librarians' attendance will primarily benefit the system. When the librarian or the local library is the primary beneficiary of attending a meeting, the system will expect the local library to pay mileage.

OWLS will also reimburse OWLS trustees for mileage incurred in performing their duties.

Guidelines

1. OWLS will pay mileage for meetings to which it invites all member librarians, e.g., OWLSnet AAC meetings, directors' meetings, and Hoot Con.
2. OWLS will pay mileage for committee, small group, and other meetings to which some, but not all member librarians are invited.
3. OWLS will pay mileage for meetings sponsored by other library systems, the state, professional organizations such as The Wisconsin Library Association (WLA) and The Wisconsin Association of Public Libraries (WAPL), and other groups, when a librarian receives a continuing education scholarship. (See OWLS' Continuing Education Scholarship Policy)
4. OWLS will pay mileage to any meeting sponsored by another library or agency that the system asks a librarian to attend. If the sponsoring organization provides reimbursement for mileage, the OWLS librarian should request it and turn that check over to the system when it is received.
5. Because of each library's responsibility to provide opportunities for staff development, it is expected that the local library will pay for mileage to system continuing education workshops and to training sessions.
6. In special situations or when there is ambiguity, the amount of compensation can be negotiated with the OWLS Director prior to the meeting.
7. OWLS will pay mileage to OWLS trustees for OWLS board meetings, committee meetings, Legislative Day, WLA conferences, and other trustee education or advocacy events.
8. OWLS will not reimburse mileage for trips of less than 10 miles total.

Adopted 11/16/2000

Revised 6/9/2006

Revised 2/18/2016

Revised 10/18/2018

Revised 8/15/2024

Interpretation – October 2018

1. In accordance with this policy, OWLS currently pays mileage for attendance at AAC meetings and directors' meetings.
2. In accordance with this policy, OWLS does not currently pay mileage for attendance at CHLIBS meetings, CE workshops, or ILS training.
3. OWLS will pay mileage for CE workshops when OWLS-sponsored workshops are held outside of the system area, such as workshops coordinated through the NEWI CE partnership.