



TRANSPORTATION FOR CITY BUSINESS POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with guidelines regarding transportation usage while on City business.

Policy:

Mileage Allowance: Employees required to use their personal vehicle for City business will be reimbursed on a per-mile rate. The rate of reimbursement is the IRS allowable rate. This rate is used for both in-town and out-of-town mileage.

Procedure:

1. Travel in all situations is to be by the most direct route. Employees who take side trips, stop for personal business, etc., are considered to be on personal business and are not covered for expense reimbursement or covered by workers' compensation when pursuing personal activities.
2. All requests for reimbursement of travel/mileage must be made on the standard [COWR Expense Reimbursement Form](#) and supported as to the reason for travel. Employees using their own personal vehicle for City business need to record accurate mileage traveled. [COWR Expense Reimbursement Form](#) must be submitted to the Library Director, then included with the other monthly bills presented at an upcoming Library Board meeting.
3. Employees who use their personal vehicle for City business are responsible for maintaining automobile insurance on their vehicle. The City's insurance provides coverage above the employee's to the maximum limits of liability allowed by state statute.
4. Travel outside of Wisconsin, other than Illinois or Minnesota, must be approved through the Library Director. Upon approval, employees will be reimbursed for out-of-town travel. Reimbursement will be actual fare at coach or economy rates for the most direct route.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.