TRAVEL EXPENSES

The County Travel Policy controls Meals and Lodging (this is included in Section 1 of the Library Policy and Procedures Manual). Make sure to check the County Policy before traveling since different parts of North Carolina may have different reimbursement rates.

Any questions should be directed to supervisor or the Administrative Assistant.

1. Plan far enough ahead to insure a Library or County vehicle will be available. Call Outreach to reserve the library’s van or call the Administrative Assistant to help in requesting a County vehicle.

2. If a vehicle is not available, check with the Director to make sure that there is enough money in the Travel Account to reimburse or mileage.

3. Fill out an "Out of County Travel Request" form. Include mileage (reimbursed at current county rate) and all potential expenses that can be determined. Have the Branch Manager sign and send to the office for the Library Director’s signature at least 2 weeks prior to travel.

4. Fill out and submit all required forms included in the County Travel Policy and submit to the Administrative Assistant for processing for reimbursement.