

Mileage Reimbursement Policy

Outagamie Waupaca Library System

Purpose

In order to facilitate and encourage attendance at meetings, the Outagamie Waupaca Library System (OWLS) compensates 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.

Guidelines

1. OWLS will pay mileage for meetings to which it invites all member librarians, e.g., OWLSnet AAC meetings, directors' meetings, and Fox Valley Library Council general meetings.
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 WLA and WAPL, and other groups when a librarian receives a continuing education scholarship.
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. (See [OWLS' Continuing Education Scholarship Policy](#))
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 workshops and to computer 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.

Adopted 11/16/2000

Revised 6/9/2006

Interpretation – June 2006

1. In accordance with this policy, OWLS currently pays mileage for attendance at AAC meetings, directors' meetings, and interlibrary loan meetings.
2. In accordance with this policy, OWLS does not currently pay mileage for attendance at Brown Bag meetings, CE workshops, Circ Users' Group meetings, Millennium training, or Readers' Advisory Group meetings.