

Preparing for Nonemployee Travel Reimbursement:

When making plans to attend an ICfL event, it is helpful to know what to expect in the way of reimbursement. When financial ducks are in a row, traveling is a low-stress endeavor.

A couple of helpful things to remember before getting started:

- ICfL will not reimburse booking fees when you book through an aggregator like Expedia, Kayak, or if you use a travel agent. Travelers who choose to use these services are responsible for the fees incurred.
- ICfL cannot reimburse tips or gratuities, so travelers who tip should bring their own cash for that purpose. Please keep in mind, this is not meant to discourage tipping those who take care of us during our travels.
- Do your best to keep track of receipts for reimbursable charges. Without the receipt, we cannot issue a reimbursement, except for meals that are covered by per diem. The per diem rate is standard and a receipt is not necessary.
- Remember, whatever mode of transportation you choose, ICfL will reimburse the lowest cost option. For example, say airfare plus the associated expenses (mileage to and from the airport, parking, checked baggage) comes to \$300. You choose to drive to the event and the mileage reimbursement comes to \$400. ICfL will reimburse you \$300 for your travel expenses because, in this case, flying was less expensive than driving.
- Participants must attend the entire event to be eligible for travel reimbursement.
- Before booking travel, please read the guidelines on safe travel times at libraries.idaho.gov/_____.

How do I calculate airfare reimbursement?

STEP 1: Book the flight

At least two weeks before your planned travel date, which may be either the day before or the day of your ICfL event, book your flight. You should consider:

- Will the itinerary ensure you have plenty of time to arrive at the event on time? Does its departure time leave enough time for you to attend the *entire* event, travel to and arrive at the airport with the appropriate amount of time before departure?
- Do the flight times fall within the safe travel times guidelines? Remember the time it will take you to arrive at the airport with at least an hour before the flight. If your travel will not fall within safe travel times, are you comfortable with the times you must leave and arrive back at home, or should you consider staying the night at the beginning or end of the event?
- Be sure to save your receipt (whether paper or digital) to submit with your reimbursement request.
- Book the least expensive ticket that works for your itinerary; it helps us keep costs down and use taxpayer dollars wisely.

STEP 2: Ground transportation

Are you being dropped off at the airport?

- If you took a taxi or ride share to the airport, remember to keep your receipt to submit with your travel reimbursement request. ICfL cannot reimburse tips or gratuities.
- If you were dropped off in a private car, mileage to and from the airport are reimbursable to the participant at the state mileage rate. Use Google maps to determine mileage from your home to the airport. This is the only situation in which you use your home address to calculate mileage.

Did you drive yourself to the airport?

- If you drive yourself and park your car at the airport, you are entitled to reimbursement for your mileage and for your airport parking. Please plan on using the least expensive parking option at the airport and avoid short term parking since that is the most expensive parking option.

STEP 3: What about luggage?

- You are entitled to reimbursement for one checked bag. The baggage fee for any additional checked bags is your responsibility. If you are checking bags because you need equipment that is required for your participation in the event, please check in with the program leader prior to travel to make arrangements for that expense.
- Remember to keep that checked bag receipt to submit with your reimbursement request.

STEP 4: On the plane

- Fees for in-flight wi-fi, for-purchase snacks and beverages, seat upgrades, and any other purchases that may be made at the counter or in flight are the choice and responsibility of the traveler and are not eligible for reimbursement.

STEP 5: Getting to the hotel

- Many of the hotels ICfL uses for events offer a free airport shuttle to the venue. When possible, please take advantage of that service. When there is a free airport shuttle available, ground transportation between the venue and the airport will not be reimbursed.
- When there is not shuttle service, ground transportation between the hotel/event venue and the airport will be reimbursed. When possible, please consider sharing a ride with fellow participants.

STEP 6: After the event

- Often those who travel by air will not have all reimbursable receipts until after they return home. When you have collected all the receipts, simply scan them and send them to the project lead. Be sure to clearly label the communication with your name and the name of the event you attended. ICfL hosts lots of events, and it can sometimes get tricky matching participants to events.
- Please be sure to submit all your documents within two weeks of returning home.

STEP 7: Cash your reimbursement check within 30 days of its date!

How do I calculate mileage reimbursement?

STEP 1: Will you be eligible for reimbursement?

- If your library's town is 50 miles or more away from the event town, your mileage is eligible for reimbursement. Mileage is calculated from town to town rather than from address to address.
- The driver of a personal vehicle or the library that owns the vehicle will be the party reimbursed. Passengers are not reimbursed for mileage.
- ICfL reimburses at the State of Idaho mileage reimbursement rate at the time of travel, currently 56 cents per mile.
- ICfL uses Google Maps to determine the shortest safe route in calculating mileage.
- Check the Safe Travel Times Guidelines. If you have a long way to drive, you may be eligible for lodging.

STEP 2: Get yourself and your team to the event.

Coming on your own in your vehicle?

- ICfL calculates mileage for reimbursement from your library's city to the event city.* Say you work in Twin Falls, live in Gooding, and are driving to an event in Mountain Home. Your mileage would be calculated using Twin Falls as the point of origin and Mountain Home as the destination; no addresses.

Example: According to Google Maps, the shortest, safest route between Twin Falls and Mountain Home is via I-84 measuring 86.7 miles. At Idaho's current mileage reimbursement rate of 58.5 cents per mile**, a round trip (174.4 miles) would be reimbursed at \$102.02 for mileage.

*School librarians attending a summer event should calculate mileage from their home city rather than their school library's city.

**As of January 24, 2022

Note: In the event you elect to take your vehicle to the event and other members of your library's team are traveling in a library vehicle, the reimbursement will be applied to the library vehicle, unless the library vehicle is full and an additional vehicle must be employed to transport the entire team.

Coming with a team?

- **If you are using the library's vehicle:**
 - ICfL reimburses the library for mileage on a library vehicle.
 - When 1, 2, 3, or 4 team members attend an event for which mileage is reimbursed, the library will be reimbursed for mileage for that vehicle. When 5 or more team members attend an ICfL event and additional vehicles are required, additional mileage will be reimbursed for each vehicle to the individual or library to whom the vehicle belongs, with the understanding that as few vehicles will be used as is possible and practical. When the team is using a vehicle that comfortably accommodates more than four team members, that vehicle should be at capacity before mileage for another vehicle will be reimbursed.

Example 1: Ethel, Marvin, Frankie, Lola from Idaho Library will be attending an event that provides mileage reimbursement. The Idaho Library owns a nifty van that comfortably seats four. The team rides together in the library's van and the library is reimbursed for the mileage.

- **If your team is coming in both private and library vehicles:**

Example 2: Ethel, Marvin, Frankie, Lola, Myrtle, and Hazel from Idaho Library are attending a reimbursable event. The library still owns that nifty van that comfortably seats four passengers, and Frankie has volunteered to transport team members in his vehicle. In this case there would be two reimbursements: one reimbursement to Idaho Library, and one reimbursement to Frankie.

Example 3: Ethel, Marvin, and Lola from Idaho Library are attending a reimbursable event in Boise. Ethel and Marvin are taking the library's nifty van, but Lola is staying in Boise for the weekend after the event, and so is driving her own vehicle. The reimbursement goes to Idaho Library since Lola chose to drive herself when there was room available in the library's vehicle. Lola is not eligible for mileage reimbursement.

- **If the library doesn't own a vehicle:**

Example 4: Ethel, Marvin, and Lola are attending a reimbursable event, and the library does not own a vehicle. Ethel drives them all in her SUV, and so Ethel is eligible for mileage reimbursement.

STEP 3: Get you and your team back home again

- If you will not arrive back home within the safe travel times set out in the guidelines, you may be eligible for a hotel room for the night before the event, the night after the event, or possibly both.

Please help us spend Idaho taxpayer dollars wisely and keep travel expenses low by carpooling when possible and practical.