

Travel Reimbursement Procedures for Library System / Library Employee

This document outlines the procedures for a library system / library employee to obtain travel reimbursement from GPLS.

1. The Library System reimburses the employee following State Travel guidelines. (Please note if mileage is included in the reimbursement, Library System is free to reimburse the employee at the Tier I or Tier II rate, but GPLS will only reimburse at the Tier II rate).

2. Library System should prepare an invoice (on Library Letterhead) with the following:
 - Invoice #
 - A summary of all travel costs (up to amount being requested for reimbursement) by employee by line item: (Example: Lodging, Mileage, Breakfast, Lunch, Dinner should each be on separate lines)
 - Reason for reimbursement (Example: COMO Scholarship)
 - Mileage x Tier II Rate with a total dollar amount. The map mileage should be supported with attached turn by turn directions that show total mileage (example: mapquest.com). Mileage should be rounded up to the nearest whole number showing calculation.
Example 182 miles x .19* = \$34.58

 - Zero Balance Hotel Invoice for lodging only.

 - Meal reimbursement amounts equal to State Travel guidelines. (Please remember only 75% of meals are eligible on first and last day of travel).

 - Receipts for any other travel costs.

3. The invoice and documentation should be emailed to:

Invoice@georgialibraries.org

*Current Tier II Mileage Rate at date of document published.